

INFORMATIONAL PAMPHLET FOR ELECTION DAY VOTING



**Prepared by:
Secretary of State**

**Approved by:
Attorney General, pursuant to R. S. 18:421**

**Distributed by:
Secretary of State**

This public document was published at a total cost of \$11,275.00. 5,000 copies of this public document were published in this first printing at a cost of \$11,275.00. The total cost of all printings of this document including reprints is \$11,275.00. This document was published by Moran Printing, 5425 Florida Boulevard, Baton Rouge, LA, 70806, to provide a guide for commissioners-in-charge and commissioners on election day and to provide information to prospective commissioners for their use in taking the test required by R.S. 18:421. This material was printed in accordance with standards for printing by state agencies established pursuant to R.S. 43:31. Printing of this material was purchased in accordance with the provisions of Title 43 of the Louisiana Revised Statutes.

I, _____ do solemnly swear (or affirm) that I will support the Constitution and Laws of the United States and the Constitution and Laws of this state and that I will faithfully and impartially discharge and perform all the duties incumbent upon me as commissioner (-in-charge) according to the best of my ability and understanding, so help me God.

TABLE OF CONTENTS

PART 1: OPENING THE POLLING PLACE	1
Commissioner-in-Charge and Commissioners	1
Watchers and Alternate Watchers.....	2
Posting Election Information	2
PART 2: VOTING MACHINE INSTRUCTIONS.....	3
Inspection and Preparation of Voting Machines.....	3
Operation of Voting Machines.....	4
Verifying the Official Election Zero Proof Report	7
Audio Unit	12
Keys Sealed During Voting	14
Machine Certificate.....	14
PART 3: ELECTION DAY PROCEDURES.....	17
Preparing to use the Precinct Register	17
Election Supplies	18
Identification of Voters	18
Election Day Etiquette	20
Precinct Register and Poll List.....	21
Signature of the Applicant in Precinct Register.....	23
Errors and Omissions in Voters Records	23
Assistance to Voters.....	24
Sample Precinct Register Page	25
Audio Voting	27
Allowing Voters to Vote.....	28
Challenge of Voter at Polls	32
Law Enforcement Officers.....	33
Extended Poll Hours	34
PART 4: CLOSING THE POLLING PLACE	35
PART 5: PROVISIONAL VOTING (FEDERAL ELECTIONS ONLY)	44
Precinct Voting	44
Voting During Court Ordered Extended Poll Hours.....	45
Voting For Mail 1 st Time Federal Election	46
Provisional Voting Checklist	48
PART 6: CRIMINAL ACTS AND PENALTIES	50
Acts Prohibited on Election Day.....	50
Election Offenses	51
Transportation of Voters	52
PART 7: EMERGENCY PROCEDURES	53
PART 8: TELEPHONE NUMBERS	54
Secretary of State, Clerks of Court	54
Registrars of Voters	55
Voting Machine Warehouses.....	56
PART 9: COMMISSIONERS	57
Qualifications, Powers & Duties.....	57
Payment.....	58

PART 1: OPENING THE POLLING PLACE

Voting Hours

Polls open at 6:00 a.m. and close at 8:00 p.m. A person in line at 8:00 p.m. is allowed to vote.

Deputy Custodian

The Deputy Custodian will provide these documents to the commissioner-in-charge by 5:30 a.m.:

- The sealed **KEY ENVELOPE A** containing the voting machine keys.
- And possibly a **LIST OR SUPPLEMENTAL LIST ENVELOPE** containing a supplemental list of absentee voters and/or a supplement to the official list of voters. (see Precinct Register section on pg. 17)

Commissioner-in-Charge and Commissioners

- Be at the polling place by 5:30 a.m.; if the building isn't open, call the Clerk of Court's Office.
- If the commissioner-in-charge has not arrived by 5:30 a.m., call the Clerk of Court's Office and a replacement commissioner-in-charge will be sent to the polling place immediately. A replacement commissioner-in-charge in a primary election also serves in the general election.
- If any commissioner has not arrived by 5:30 a.m. (or if a commissioner is selected to serve as the commissioner-in-charge), the commissioner-in-charge will select an alternate commissioner. A replacement commissioner in a primary election also serves in the general election. The clerk of court must approve any commissioner replacement made after 8:00 a.m. on election day.
- If there are not enough alternate commissioners available, the commissioner-in-charge selects a replacement commissioner from the following categories in the order listed:
 1. a person on the list of those who received certificates of instruction furnished by the parish board of election supervisors;
 2. any person present at the polls who has the qualifications of a commissioner; or
 3. a watcher.
- The commissioner-in-charge shall administer the oath¹ to the commissioners prior to 6:00 a.m. If there is a replacement commissioner-in-charge, the commissioners shall administer the oath¹ to the person selected as the replacement.

¹A copy of the oath appears on the back cover of this pamphlet.

Examine the Polling Place Facility

- Safety hazards and barriers to voters with disabilities must be secured or removed, such as loose electrical cords, hallway clutter, unsecured mats or rugs, and locked doors.
- All political materials within a distance of 600 feet of the entrance to the polling place must be removed, **except political materials located on private property.**
- If there is any temporary paraphernalia (portable ramps, accessible parking place signs, door knob retrofits, etc.) for this polling place, it must be in place before 6:00 a.m. The clerk of court will advise you of this.

Watchers and Alternate Watchers

Each candidate is entitled to have one commissioned watcher at every precinct where his name is on the ballot. Any person who is supporting or opposing a proposition (including the recall of a public officer) and who has filed a report required by R.S.18:1486 (Campaign Finance) is entitled to have one commissioned watcher at every precinct in which the proposition is on the ballot.

- Verify that watchers or alternate watchers have commissions for your precinct, issued by the Parish Board of Election Supervisors. After verification, return the commission to the watcher.
- A watcher and alternate watcher for the same candidate or proposition may not serve at the same time.
- If the number of watchers inside a polling place interferes with the orderly conduct of the election, the commissioners shall limit the number of watchers by allowing the watchers to draw lots to determine which watchers shall be first to wait outside. Try to make sure the amount of time each watcher spends inside is equal, if possible.
- A watcher or alternate watcher:
 1. Shall be admitted to all parts of the polling place during the election and the counting of votes;
 2. Shall not take part in the counting and tabulation of votes, but may observe;
 3. Shall be subject to the authority of the commissioners;
 4. Shall not interfere with the commissioners in the performance of their duties;
 5. Shall notify the commissioners of any infraction of the law;
 6. Shall not electioneer, engage in political discussions, or unnecessarily delay a voter at the polling place; and
 7. May keep notes on the conduct of the election.

Posting Election Information

Post these items in a visible place at the main entrance to the polling place prior to 6:00 a.m. and keep them up throughout Election Day:

- **ELECTION DATE AND HOURS POSTER** filled in with the correct election date and polling hours.
- **ACCESSIBLE ENTRANCE SIGN** for voters with disabilities, filled in with directional arrows, if needed.
- **INSTRUCTIONS TO VOTER.**
- **SAMPLE BALLOT.**
- **OFFICIAL ELECTION ZERO PROOF REPORT** from each machine.
- **STOP SIGN** electioneering warning.
- For a federal election, the **FEDERAL ELECTION POSTER.**
- The **STATEMENT OF PROPOSED CONSTITUTIONAL AMENDMENTS**, if there are any constitutional amendments on the ballot.
- **NOTICE OF CANDIDATE WITHDRAWAL**, if there are any withdrawals.
- **NOTICE TO VOTERS: PICTURE ID.**

PART 2: VOTING MACHINE INSTRUCTIONS

Inspection and Preparation of Voting Machines

1. Open the voting machines after the commissioners take their oaths, before 6:00 a.m., and in the presence of the watchers.
2. **ALWAYS OPEN EVERY VOTING MACHINE.**
3. Open the “Supply Machine” for your precinct and make sure it contains the supplies.
4. When the back of the machine is opened, compare the seal number recorded on **KEY ENVELOPE A** with the seal number on the large blue results cartridge in the back of the machine. If these numbers do not match, call the Clerk of Court’s Office immediately.

KEYS

THIS ENVELOPE CONTAINS KEYS OF VOTING MACHINES TO BE USED IN

WARD 1 LOCATION 320 North Blvd.

PRECINCT 1 Baton Rouge

AS FOLLOWS:

Voting Machine Number	Cartridge Seal Number	Protective Counter Number
<u>11667</u>	<u>37261</u>	<u>1559</u>
<u>11668</u>	<u>31785</u>	<u>1232</u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>

SEE OTHER SIDE FOR INSTRUCTIONS

KEY ENVELOPE A
(REV. 3/06)

5. Voting Machine Serial Numbers and Key Numbers.
 - Compare the voting machine serial numbers and the machine key numbers to the numbers on **KEY ENVELOPE A** received from the deputy custodian, making sure all numbers match.

Operation of Voting Machines

1. Positioning the Voting Unit

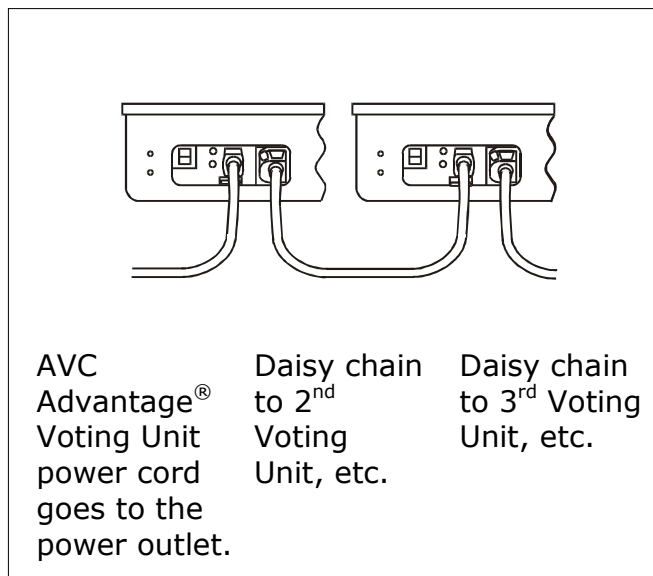
Position the voting unit next to an electrical wall outlet in a location convenient for use by you and the voters.

- Lock the two back wheels in place by pressing your foot down on the back of each brake, as shown in example below.
- Remove the plastic cover.
- Pull out the electrical cord and plug it into an electrical outlet. Be careful not to pull the cord out too far.
- The yellow indicator light located to the left of the power cord must show yellow. If it does not, locate a different electrical outlet.



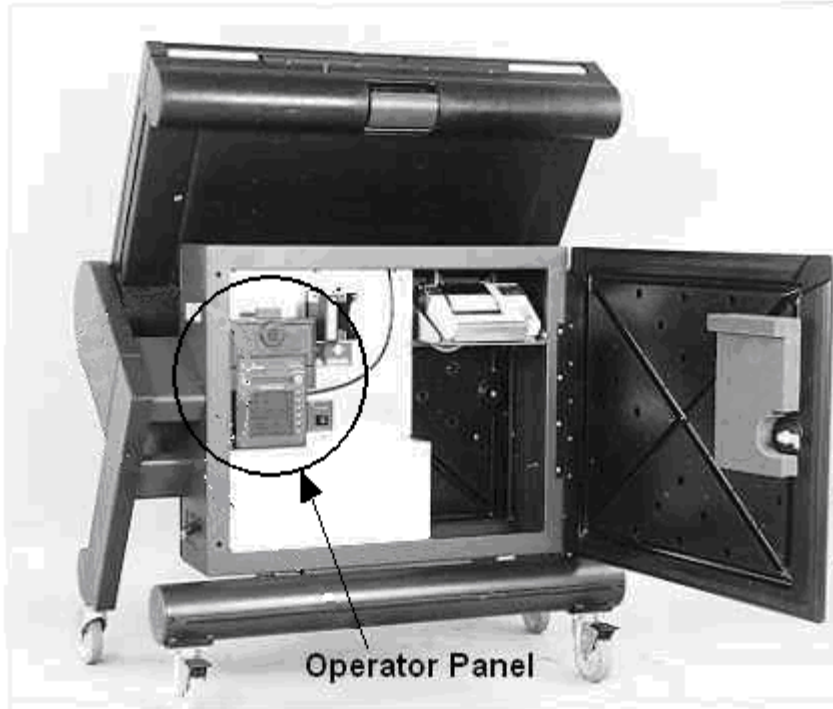
Electrical Cord and Brake

- If you have multiple voting units, use the daisy chain method to connect them.
- Connect each AVC Advantage[®] unit to the previous unit's power receptacle (AC In) and supply (AC Out). See "Daisy-Chain" instructions below.
- Make sure that the yellow power indicator light is on.



2. Turning the Power “ON”

- Using the yellow capped key, unlock the back door by turning the key clockwise.
- *Note:* The voting unit keys are identified by a serial number that matches the serial number on the sides and top of the voting unit.
- Compare the seal number recorded on KEY ENVELOPE A with the seal number on the large blue RESULTS CARTRIDGE located in the back of the voting unit.
- Remove the Operator Panel from the back and hang it to either side of the voting unit.

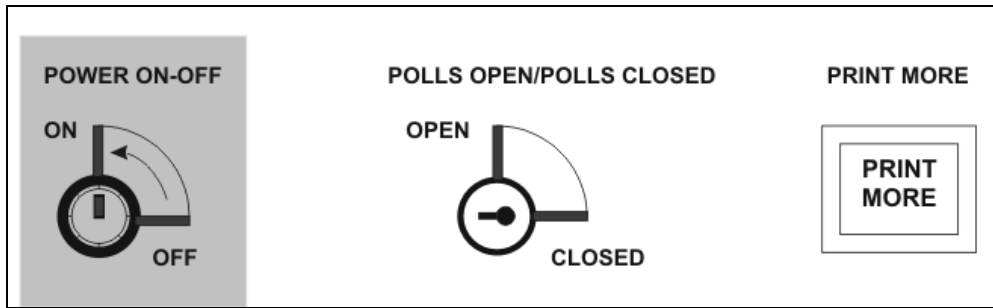


Operator Panel within Back of Unit



Operator Panel in Position

Turn the red Power On-Off knob, within the rear panel, to the **ON** position.



Power On-Off Button

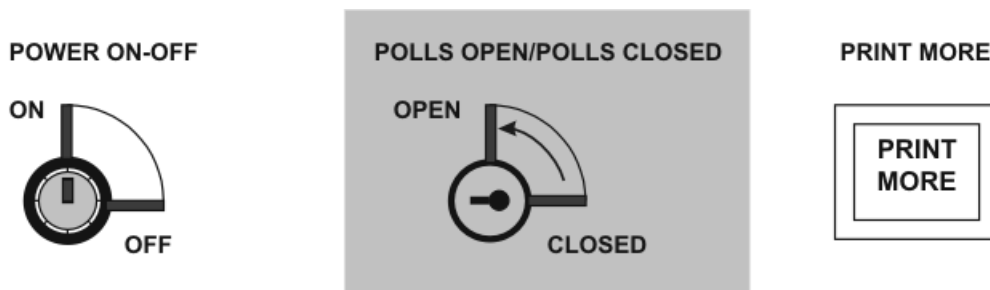
3. Opening the Polls

- The Operator Panel should read “READY TO OPEN POLLS - ELECTION”



Operator Panel – “Ready to Open Polls”

- If the “READY TO OPEN POLLS” message does not display, notify the clerk of court or voting machine warehouse technician immediately.
- If the panel reads “READY TO OPEN POLLS,” go to the back of the voting unit and insert the small silver key into the "POLLS OPEN/POLLS CLOSED" slot and turn to the Open position. Remove the key.



Polls Open

- **Warning:** Do not turn the key back to the “closed” position. Remove the key immediately after turning the polls to open.

- When the polls are opened, the **Official Election Zero Proof Report** will automatically print one (1) copy. Check the time as the report begins to print. If the time on the report is incorrect, make a notation and call the Clerk of Court's Office. (see pg. 53)
- Check the **Official Election Zero Proof Report** and make sure there are zeros by each candidate or proposition listed. Compare the report to the sample ballot and the ballot on the face of the voting machine to make sure all ballot information is the same. Verify that the ward and/or precinct are correct.
- All commissioners must sign the **Official Election Zero Proof Report** and post at entrance to polling place after verifying the protective counter number on the report with the protective counter number on the operator panel.

ZERO PROOF REPORT

Post this on the wall near the sample ballot and card of instructions.

←Make sure Public Counter is zero.

←Verify that all Candidate Counters are zero.

```

*****
OFFICIAL ELECTION ZERO PROOF REPORT
*****

Date 04/15/00          Time 05:40
Serial Number          11736
Protective Counter     1197
Public Counter         0
Precinct/District
WARD 1 PRECINCT 32B
Polling Place ID       0103202
Ballot Version
Report Source   Internal Machine Memory

EAST BATON ROUGE PARISH
GENERAL ELECTION
APRIL 15, 2000

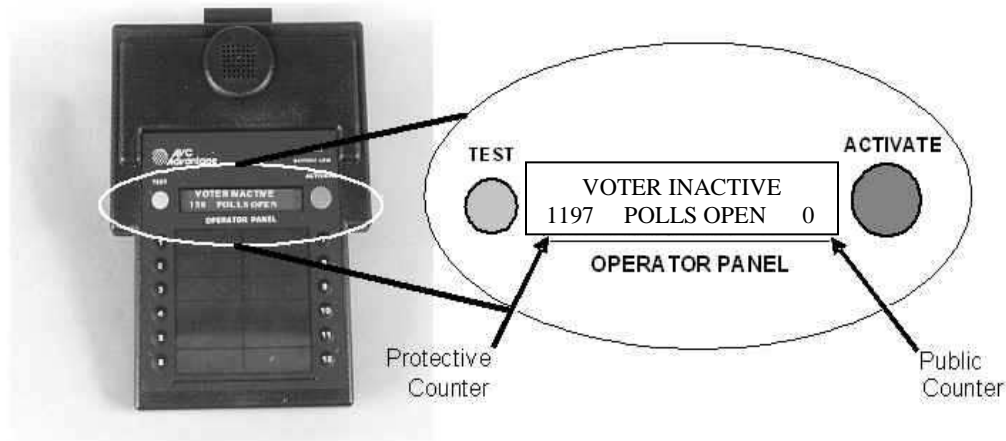
Candidate      Candidate Totals      Total
***            ***                  ***
X   LAW ENF DS PROP          (1)
    C2
D12 YES          0
D13 NO           0
X   P/W MET CNCL PROP 1      (1)
    C14
D24 YES          0
D25 NO           0
X   P/W MET CNCL PROP 2      (1)
    E2
F13 YES          0
F14 NO           0
X   P/W MC HRC AMEND PROP     (1)
    E15
F25 YES          0
F26 NO           0

Write In Votes
No Write in Votes in Memory

Election Officers
Please Complete Before
Processing the First Voter
We the undersigned Election Officers do
hereby certify that on the 15
day of April 20 00 the Public
Candidate, and Question Counters were
found to be zero and the Protective
Counter read 1197 before the Polls
were Opened.

Signed:
Rose K. Victorian
Bette D. Knox
    
```

Fill in the date. All commissioners must sign. Commissioners-in-charge must post with other materials near principal entrance to the polling location.



Operator Panel – Polls Open

For any mechanical, supply, or commissioner problems, call the Clerk of Court's Office or the Voting Machine Warehouse. (see pgs. 54 & 56).

4. Rotating the Voter Panel to the Voting Position

- While the Official Election Zero Proof Report is printing, move to the front of the voting unit and swing the Voter Panel into a vertical position.
- As the AVC Advantage[®] Voter Panel is swung upward, it will pause at intermittent points.



Positioning the Voter Panel (Part 1)



Positioning the Voter Panel (Part 2)

- The Voter Panel will stop in a vertical position.
- Go to the back of the voting unit and release the maroon latch and move the Voter Panel until it is resting on the back of the voting unit.



Release Maroon Latch on Tub

5. Front Doors and Curtain

- Go to the front and open the door panels using the yellow capped key, turning counter clockwise.



Side Door Panels

- Raise the top white panel with one hand and move a side door into place, adjoining it with the catch on the inside top of the door. Then adjoin the second door.



Connect the Top Panel with Side Panels

- Retrieve the privacy curtain from the storage tube located at the bottom of the voting unit. To do this, push in one of the small release buttons, pull the cap off and remove the curtain.



Privacy Curtain Location

- Unroll the curtain and open the frame into a U shape.
- Move to the front of the voting unit and push the arms of the curtain frame through the open knobs on the inside of the front doors.



Privacy Curtain - Installation



Privacy Curtain – Installed

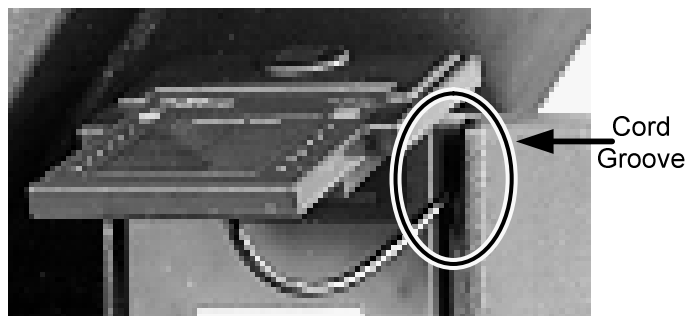
6. Audio Unit and back of machine

- Remove the AUDIO UNIT bag, and place it on the top corner opposite the operator panel. The AUDIO UNIT is a new addition to the voting machine for use by any voter especially those voters needing assistance due to any disability, visual or physical, including those who struggle with the written word.
- The audio voting accessory components follow on the next page.



7. Closing the back of machine

- When the one (1) copy of the Official Election Zero Proof Report has stopped printing, tear it off to compare and post.
- When closing the back door, make sure the cord leading to the Operator Panel goes through the groove in the upper-corner of the back door.



Closing Back Panel Door

8. Keys

- In the presence of the watchers, seal the keys in the **B-02 ENVELOPE** and then all commissioners must sign the envelope. **Do not open this envelope until voting is complete**, (8:00 p.m. or until the last voter has voted); or if the Clerk or voting machine technician instructs you to do so to assist in operation of the voting machine due to a system error. Please document your actions in writing, date and sign and send to the Clerk at the end of voting.

Issued by SECRETARY OF STATE

PARISH East Baton Rouge	WARD or DISTRICT 1	PRECINCT 1
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BEFORE election, Commissioners fill in blanks and sign below.

We hereby certify we have sealed in this envelope the keys which belong to VOTING MACHINES NUMBERED:

A	B	C	D	E	F
11667	11668	11669			
G	H	I	J	K	L

COMMISSIONER _____

COMMISSIONER _____

COMMISSIONER-IN-CHARGE _____

COMMISSIONER _____

COMMISSIONER _____

DURING election, Commissioners keep this envelope sealed. →→→→ KEYS SEALED DURING VOTING

AFTER election, Commissioners withdraw keys and destroy this envelope.

B-02 (Rev. 1/07)

9. Machine Certificate

Complete Certificate No.1 of the **MACHINE CERTIFICATES** by making the following notations on the certificate:

- the exact time the keys to the machines were delivered;
- the serial number of each machine;
- the seal number of each large **blue RESULTS CARTRIDGE**;
- the number shown on the protective counter on each machine; and
- that the public counter on each machine numbered zero.

USE BALL POINT PEN-PRESS FIRMLY

MACHINE CERTIFICATES

STATE OF LOUISIANA, PARISH: East Baton Rouge WARD OR DISTRICT: 1 PRECINCT: 1

WE THE UNDERSIGNED COMMISSIONERS for polls in above Parish, Ward or District, and Precinct, hereby certify that we have recorded and verified the following information, in accordance with the provisions of the election code.

Certificate No. 1 - Filled in at Opening of Polls

1. At 5:30 a.m., voting machines keys were delivered. Key numbers were compared to machine serial numbers. Machine serial numbers were the following:.....→

2. SEAL NUMBERS, were compared to cartridge seal number on Key Envelope A. Cartridge seal numbers were the following:.....→

3. PROTECTIVE COUNTER NUMBERS were the following:.....→

4. Candidate or propositions and public counters of each machine registered zero (000). Ballots on face of machines matched with sample ballots.

Machine	Machine	Machine	Machine	Machine	Machine	Machine	Machine	Machine	Machine
1167	1168								
7261	31785								
1559	1232								

Certificate No. 2 - Filled in at Closing of Polls

1. At 8:03 p.m., voting machines were closed against further voting. Serial numbers on machines closed were the following:.....→

2. PUBLIC COUNTERS: Number of votes shown were the following:.....→

3. PROTECTIVE COUNTERS: Numbers registered were the following:.....→

4. After locking machines, place voting machine keys into the C-03 Envelope, sign, and deliver to clerk in clear plastic zipper bag.

IN WITNESS WHEREOF, we have signed our names at 8:20 p.m., on the 15 day of April, 20 00 :

Commissioner-in-Charge Signature: _____

Commissioner's Signature: _____

Commissioner's Signature: _____

Commissioner's Signature: _____

DISTRIBUTION: ORIGINAL: DELIVER TO CLERK OF COURT IN CLEAR PLASTIC ZIPPER BAG
 DUPLICATES: PUT ONE (1) IN P-16 ENVELOPE
 MAIL ONE (1) TO SECRETARY OF STATE IN S-19 ENVELOPE

MC-52 (Rev. 8/07)
 Prepared and Furnished by Secretary of State

Notice that there is a time when you close the polls for voting and when you finish paper-work

10. Helpful aids for the voters

- In a permanent plastic pocket on the inside front door of the supply machine are a **FULL PAGE MAGNIFIER** and a Braille copy of the **GUIDE TO USING THE AUDIO VOTING KEYPAD**. Some voters with visual problems may just need the full page magnifier to better see the ballot on the voting machine or the Braille booklet to assist them in using the audio unit. **Please replace at the end of voting.**
- A non-Braille version of the **GUIDE TO USING THE AUDIO VOTING KEYPAD** is located in the **PRECINCT SUPPLY ENVELOPE**. A voter does not have to be marked as needing assistance in order to use the full page magnifier or audio unit.

11. Summary of General Information

- **IMPORTANT:** Any voter, who is disabled, along with the person assisting him, will be allowed to go to the front of the line to cast a ballot.
- Before the polls open in the morning on election day, check the area for objects that might be a mobility hazard, such as electrical cords, clutter in hallways, unsecured mats or rugs, locked doors, or any other barrier that could limit access to a voter with a disability.
- Make sure the polling place has clearly marked handicapped signage. Entrances should be marked; ramps should be in place; and make sure there is at least one wheelchair van accessible parking space for every 25 spaces.
- If you see there are physical barriers at your polling site that you cannot correct, contact the Secretary of State's Office at 1-800-883-2805.

- Use the appropriate language, such as “person with a disability” or “voter with a disability”. Do not use terms such as “crippled”, “handicapped”, or “special needs”.
- Treat a voter with a disability as an adult and show them the same respect you would for any other voter.
- If a voter with a disability arrives at the polling place with someone to provide assistance, be sure to speak to the voter during the voting process; do not ignore the voter and speak only to the helper.
- Before attempting to help a voter with a disability, be sure to ASK first. Wait for your offer of help to be accepted, and then listen carefully to the voter with a disability as he or she explains the type of help needed.

PART 3: ELECTION DAY PROCEDURES

1. Preparing to use the Precinct Register

- Cut the red seal on the precinct register and place the cut seal in the **PRECINCT SUPPLY ENVELOPE**. There will be a new red seal in the front of the precinct register for resealing the precinct register after the polls close.
- Please do not tape or clip anything to the precinct register. If you need to notify the Clerk of Court's Office about something, make a note and deliver the note on election night.
- If the deputy custodian delivers a **LIST OR SUPPLEMENTAL LIST ENVELOPE (L-SL)**, open it immediately.

Issued by
SECRETARY OF STATE

PARISH	WARD OR DISTRICT	PRECINCT
East Baton Rouge	1	1

**ATTENTION COMMISSIONER-IN-CHARGE:
OPEN IMMEDIATELY**

This envelope contains the supplemental list of persons voting absentee by mail AND/OR a supplemental precinct register.

____ THE ENCLOSED LIST CONTAINS NAMES OF PERSONS THAT VOTED ABSENTEE BY MAIL.

- Please find the voter's name in the precinct register and mark "absentee" in the signature column of the precinct register and place your initials as you would for any other voter. However, if the voter has already signed the precinct register, **PLEASE CONTACT THE REGISTRAR OF VOTERS OFFICE IMMEDIATELY.**
- Once you have completed marking all the voters on this list, please place the list back in this envelope.
- Put this envelope in the PRECINCT SUPPLY ENVELOPE (PSE).

____ THE ENCLOSED LIST CONTAINS THE NAMES OF VOTERS WHO ARE ELIGIBLE TO VOTE BUT THEIR NAMES ARE NOT ON THE PRECINCT REGISTER. **PLEASE PLACE THIS LIST BEHIND THE TAB IN THE PRECINCT REGISTER MARKED "SUPPLEMENTAL" AND REFER TO IT AS PART OF THE PRECINCT REGISTER.**

L-SL (Rev. 1/07)

- If it contains a **supplement to the official list of voters**, add the supplement to the precinct register behind the divider marked "supplemental." If you do not find a voter's name in the precinct register, make sure to check this supplemental list.
- If it contains a **supplemental list of ABSENTEE VOTERS:**
 1. If the registrar of voters receives an absentee ballot on election day from a member of the United States Service or a person who resides outside of the United States, the registrar of voters shall instruct the commissioner-in-charge to mark "Absentee" in the place where the voter usually signs the precinct register; then write his/her initials beside the word "Absentee".

2. For each name on the supplemental list of absentee voters, write “Absentee” in the place where the voter usually signs the precinct register; then write your initials beside the word “Absentee”.
3. When you have finished updating the precinct register, place the supplemental list of absentee voters back into the **LIST OR SUPPLEMENTAL LIST ENVELOPE (L-SL)**.

- Put the **LIST OR SUPPLEMENTAL LIST ENVELOPE (L-SL)** in the **PRECINCT SUPPLY ENVELOPE**.

2. Election Supplies

- If you have materials from another precinct, or you are missing certain election materials, call the Clerk of Court’s Office immediately so that additional election supplies can be delivered.
- If there are any mechanical problems, supply problems (including seals), or commissioner problems, call the Clerk of Court’s Office immediately. (see pg. 53)

3. Identification of Voters

- A person who desires to vote shall give his name and address to a commissioner, who shall announce the applicant’s name and address.
- The commissioners **shall identify every applicant**, (including spouses, family, neighbors) in the presence and view of the bystanders, by requiring the voter to submit a photo ID or sign an affidavit. He may submit:
 - 1) Louisiana driver’s license;
 - 2) Louisiana special identification card issued by the Office of Motor Vehicles; or
 - 3) Other generally recognized picture identification card that contains the name, address and signature of the applicant.
- Do not remove an ID from a wallet. If you can’t read it, ask the voter to remove it for you.
- **Do not turn away a voter for lack of Photo ID.**

- If the applicant does not have the picture identification as specified above, the applicant shall sign a **VOTER IDENTIFICATION AFFIDAVIT** before the commissioners. The applicant shall provide further identification by either presenting his current registration certificate, stating his date of birth, or providing information stated in the precinct register that is requested by the commissioners, such as mother's maiden name. A voter who refuses to complete the affidavit shall not vote.

VOTER IDENTIFICATION AFFIDAVIT	
STATE OF LOUISIANA	WARD/DISTRICT AND PRECINCT <u>1/1</u>
PARISH OF <u>East Baton Rouge</u>	
BEFORE ME, the undersigned commissioner, personally came and appeared:	
<u>John Doe</u>	
who stated that he (she) does not have a Louisiana driver's license, a Louisiana special identification card, or other generally recognized picture identification card that contains the name, address, and signature of the applicant; however, he (she) has provided the following information as proof of his (her) identity:	
<u>mother's maiden name or date of birth</u>	
<u>John Doe</u>	<u>1111 Victoria Lane, Baton Rouge, LA 71111</u>
Signature of Voter	Address of Voter
<u>Jane Smith</u>	<u>10/20/2007</u>
Signature of Commissioner	Date
DISPOSITION:	PLACE IN ROV ENVELOPE
AV-34 (Rev. 8/07)	Prepared and furnished by Secretary of State

- An applicant who executes a **VOTER IDENTIFICATION AFFIDAVIT** is subject to challenge before voting by a commissioner, watcher or voter. (see pg. 32 for challenge procedures)
- Place the **VOTER IDENTIFICATION AFFIDAVIT** in the **REGISTRAR OF VOTERS ENVELOPE**.

NOTE: If an applicant is required to vote a provisional ballot in a federal election due to registering to vote by mail after January 1, 2003, he may present a copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows the applicant's name and address as identification to avoid having to cast a provisional ballot for federal offices. (see pg. 43)

- If a voter accidentally leaves his ID at the polls, return it to the Clerk of Court in the Clerk of Court's clear plastic zipper bag after the polls are closed.

4. Election Day Etiquette

When a voter with a disability comes to your precinct to vote, greet the voter and introduce yourself. Then follow these guidelines:

If the voter has a **visual impairment**:

- Do a quick double-check of the area for physical barriers that could present a problem.
- Do not take his arm to guide him without first asking permission.
- Describe what you are doing as you are doing it.
- Be specific about your instructions: say “take three steps forward to the table in front of you” rather than “step over here”.
- Do not feed or pet a guide dog without the owner’s permission.
- If the voter with a visual impairment has brought a helper, remember to speak to the voter, not the helper.

If the voter has a **hearing impairment**:

- You may point when explaining to the voter with a hearing impairment where to go.
- When speaking to a voter with a hearing impairment, look directly at the person and speak at an even, steady rate; this will allow the voter the opportunity to read your lips if he or she is able to do so.
- If the voter with a hearing impairment has brought an interpreter, remember to speak to the voter, not the interpreter.
- Do not hesitate to write an instruction if you have difficulty communicating.
- If you have said something and you don’t know if the voter understood you, ask if he understood; then rephrase the statement if necessary.
- If the voter asks you to repeat yourself (“what did you say?”), don’t respond with “nothing” or “never mind.” Simply repeat what you initially said.

If the voter has a **cognitive disability** (including dementia and other diseases of aging):

- All people with cognitive disabilities (including dementia and other diseases of aging) have the right to vote unless that right has been specifically limited by a judge. It is not up to commissioners or election officials to decide if a person is competent to vote. If their name is in the precinct register, then they are eligible to vote.
- People with cognitive disabilities will sometimes have a difficult time understanding you. You may have to repeat or rephrase to get your point across. With patience and a little extra effort, you can make sure their vote is cast and counted.
- Speak in plain, simple terms, in short sentences.
- Give one instruction at a time, wait until that task is completed, then go on to the next step.
- Feel free to physically demonstrate how to do something.
- Do not raise your voice, just keep your voice steady and normal. The voter with a cognitive disability may not comprehend you clearly, but he can hear you.
- Most of all, be patient.
- The Department of Health and Hospitals has prohibited by rule the assistance of the health worker to the voter in casting his ballot. The voter may receive assistance from others. (see pg. 26, paragraph C).

If the voter has a **speech disorder**:

- It can be as frustrating for the person speaking as it can be for you to understand.
- Listen attentively and carefully.
- Ask short questions that require short answers, preferably with a nod or shake of the head.
- Writing might be a good alternative to speaking.
- Do not interrupt a person with a speech disability.
- Don't guess what the voter is trying to tell you, repeat what you understand, and wait for his response.

If the voter is in a **wheelchair**:

- Do a quick double-check of the area for physical barriers that could present a problem.
- Ask if the voter requires any assistance.
- Always ask for permission before touching the wheelchair.
- If the accessible entrance to the polling place is not the primary entrance, be sure there are signs and arrows indicating where the accessible entrance is located.
- Refer to pages 26 & 27 for instructions on lowering the machine to accommodate a wheelchair.

5. Precinct Register and Poll List

- Any person who voted absentee by mail or early in person shall **NOT** vote on election day. Check for special notations on the signature line for each voter. You will see the word "Absentee" or the voters' signature if the person has already voted.
- As the name of each voter is announced, commissioners write the voter's name in each of the two (2) **POLL LISTS** (see pg. 30).
- If the applicant's name is not found in the precinct register or supplemental register, refer to the section on "**Errors and Omissions in Voter Records.**" (see pg. 23)
- If "**ADDRESS CONFIRMATION REQ.**" appears on the signature line beside the printed name, the applicant is an inactive voter. If he has not voted absentee by mail or early in person, the applicant may vote after completing an **ADDRESS CONFIRMATION**.
- The voter shall fill in all information on the **ADDRESS CONFIRMATION** before voting.

ADDRESS CONFIRMATION

ATTENTION COMMISSIONERS (Please Read Carefully)

VOTER MUST COMPLETE THIS FORM BEFORE VOTING if "ADDRESS CONFIRMATION REQ" on precinct register. **PLACE COMPLETED FORM IN REGISTRAR OF VOTERS (ROV) ENVELOPE.**

TO THE VOTER: Complete this form, sign and return to Commissioner before voting. Your registration address needs to be verified before voting because your address could not be verified during the annual canvass, nor did you return confirmation by mail to the Registrar's office before the election. Information provided herein is for official use in the Registrar's office.

If voter has been involuntarily displaced because of a declared state of emergency, voter may remain registered at residence address prior to emergency, as long as voter has **NOT** registered to vote in another parish/state. You must confirm your residence address and may include your new displaced address as your "mailing address" below.

Please complete this form and please print clearly:

Ward/District/Precinct (found on precinct register, ask commissioner) 1-1
Voter Identification Number (found on precinct register, ask commissioner) 00000000
Name on registration John Doe Date of Birth 01-01-1980
Driver's License No. 0000000000 Social Security Number or last 4 digits (optional) 000-00-0000
Telephone Number (optional) Home: (000) 000-0000 Day: (000) 000-0000

YOU MUST CHECK ONE (1) OF THE BOXES AND SIGN BELOW:

1. ☐ I have not changed my residence address as previously registered to vote. **THIS CONFIRMS THE ADDRESS WHERE I WANT TO REMAIN REGISTERED TO VOTE:**

Physical Street Address _____ City/State/Zip _____
Mailing Address If Different From Above _____

2. ☐ I have permanently changed my residence address to an address within the same parish. **THIS CONFIRMS MY NEW ADDRESS WHERE I WANT TO VOTE:**

Physical Street Address _____ City/State/Zip _____
Mailing Address if Different From Above _____

3. ☐ I moved on (date) _____ to another parish/state, and
☐ I moved due to a declared emergency, but want to remain registered in Louisiana

Physical Street Address _____ City/State/Zip _____
Mailing Address If Different From Above _____

☐ I moved permanently and want to vote in new parish/state. ***YOU MAY NOT VOTE IF MOVED MORE THAN 3 MONTHS AGO OR REGISTERED TO VOTE IN ANOTHER PARISH/STATE**

X _____ (Signature or mark* of voter) _____ (Date) _____

*If you are unable to sign your name, two witnesses to your mark must sign here:
Witness Signature _____ Witness Signature _____

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- If the applicant has moved to another parish **MORE than three months ago**, he cannot vote. If there are questions, have the applicant contact the registrar of voters' office. (see pg. 55)
- The line on the ADDRESS CONFIRMATION form where the voter confirms the address where he "resides" must reflect the **physical address** of the voter and not a post office box number.
- After the applicant has completed the ADDRESS CONFIRMATION form, one of the commissioners shall announce the applicant's name again and shall place the ADDRESS CONFIRMATION form in the **REGISTRAR OF VOTERS ENVELOPE**.

- In a federal election (Presidential Preference Primary, U.S. President, U.S. Senator, and/or U.S. Representative), if an applicant's name does not appear on the precinct register and the registrar of voters has NOT authorized the applicant to vote by filling out a **PRECINCT REGISTER CORRECTION** form, the commissioner shall allow the applicant to vote by provisional ballot as set forth in PART 5, PROVISIONAL VOTING (see pg. 44).
- The **PRECINCT REGISTER CORRECTION** form may be used to correct the spelling of a person's name or when a voter's polling place was not opened and the registrar has authorized the voter to vote at the precinct.

8. Assistance to Voters

A voter who is visibly disabled and the person who will be assisting him in voting shall be allowed to go to the front of the line to vote.

A. Louisiana Laws Regarding Assistance (R.S. 18:564)

- The Louisiana Election Code specifies that assistance is offered to those who are *“unable to read or unable to vote without assistance because of a physical handicap, including blindness”*.
- The Louisiana Election Code has specific rules about assisting voters with disabilities; these must be followed strictly in an election.
- Be sure you understand these guidelines before assisting someone directly in voting.

B. Disability Documentation

- Voters with disabilities are required to file a statement outlining their need for voting assistance with the Registrar of Voters and the precinct register will indicate that the voter is entitled to receive assistance. The 2nd to last column on the precinct register with the heading “ASST” is where you look for an indication of whether the voter is entitled to assistance in voting. Codes include “H”, “B”, “I”, and “N”, which stand for the following:
 - “H” – Handicapped
 - “B” – Home bound
 - “I” – Illiterate
 - “N” – Nursing home

Informational Pamphlet for Election Day Voting

Dist/Ward:

00

Precinct:

1-3

Election Date:

5/05/2007

Parish:

E. BATON ROUGE – 17

Page 4

	Voter Number	Name of Voter	Signature	Comm. Initials	Barcode	Address Date of Birth Mother's Maiden Name	Districts	S E X	R A C E	A S S T	P R T Y
1	7010553	BARLOW →					CONG 05 SEN 32 REP 021 PJ 01 SCHBD 01 CD JP 01 TXWD SCT 04 ACT 31 DCT 07 PSC 05 BESE 05 SPC1 R1 SPC2 F2 SPC3 RG SPC4 T1	F	W		REP
2	1513225	BARLOW →	IF AN ABSENTEE STAMP OR SIGNATURE IS HERE THE VOTER CAN NOT VOTE				CONG 05 SEN 32 REP 021 PJ 01 SCHBD 01 CD JP 01 TXWD SCT 04 ACT 31 DCT 07 PSC 05 BESE 05 SPC1 R1 SPC2 F2 SPC3 RG SPC4 T1	F	W		NONE
3	1514656	BARLOW →					CONG 05 SEN 32 REP 021 PJ 01 SCHBD 01 CD JP 01 TXWD SCT 04 ACT 31 DCT 07 PSC 05 BESE 05 SPC1 R1 SPC2 F2 SPC3 RG SPC4 T1	M	W	H	DEM
4	1518104	BARNES →					CONG 05 SEN 32 REP 021 PJ 01 SCHBD 01 CD JP 01 TXWD SCT 04 ACT 31 DCT 07 PSC 05 BESE 05 SPC1 R1 SPC2 F2 SPC3 RG SPC4 T1	F	W		DEM
5	1518104	BARNES →					CONG 05 SEN 32 REP 021 PJ 01 SCHBD 01 CD JP 01 TXWD SCT 04 ACT 31 DCT 07 PSC 05 BESE 05 SPC1 R1 SPC2 F2 SPC3 RG SPC4 T1	M	W		DEM
6	1500499	BARNETTE →	VOTER MUST COMPLETE ADDRESS CONFIRMATION FORM IF THIS CODE IS BY HIS/HER NAME				CONG 05 SEN 32 REP 021 PJ 01 SCHBD 01 CD JP 01 TXWD SCT 04 ACT 31 DCT 07 PSC 05 BESE 05 SPC1 R1 SPC2 F2 SPC3 RG SPC4 T1	F	W		DEM
7	1515068	BARRETT →	↓				CONG 05 SEN 32 REP 021 PJ 01 SCHBD 01 CD JP 01 TXWD SCT 04 ACT 31 DCT 07 PSC 05 BESE 05 SPC1 R1 SPC2 F2 SPC3 RG SPC4 T1	F	W		DEM
8	1521685	BATEMAN →	ADDRESS CONFIRMATION REQ				CONG 05 SEN 32 REP 021 PJ 01 SCHBD 01 CD JP 01 TXWD SCT 04 ACT 31 DCT 07 PSC 05 BESE 05 SPC1 R1 SPC2 F2 SPC3 RG SPC4 T1	M	W		DEM
9	1521465	BATEMAN →					CONG 05 SEN 32 REP 021 PJ 01 SCHBD 01 CD JP 01 TXWD SCT 04 ACT 31 DCT 07 PSC 05 BESE 05 SPC1 R1 SPC2 F2 SPC3 RG SPC4 T1	F	W		NONE
10	1525551	BAXTER →				USE THIS COLUMN FOR IDENTIFICATION PURPOSES WHEN THERE IS NO PHOTO I.D.	CONG 05 SEN 32 REP 021 PJ 01 SCHBD 01 CD JP 01 TXWD SCT 04 ACT 31 DCT 07 PSC 05 BESE 05 SPC1 R1 SPC2 F2 SPC3 RG SPC4 T1	F	W	H	REP
11	1521117	BECK →					CONG 05 SEN 32 REP 021 PJ 01 SCHBD 01 CD JP 01 TXWD SCT 04 ACT 31 DCT 07 PSC 05 BESE 05 SPC1 R1 SPC2 F2 SPC3 RG SPC4 T1	F	W		REP
12	1500672	BELL →					CONG 05 SEN 32 REP 021 PJ 01 SCHBD 01 CD JP 01 TXWD SCT 04 ACT 31 DCT 07 PSC 05 BESE 05 SPC1 R1 SPC2 F2 SPC3 RG SPC4 T1	F	W		REP
13	1500679	BELL →					CONG 05 SEN 32 REP 021 PJ 01 SCHBD 01 CD JP 01 TXWD SCT 04 ACT 31 DCT 07 PSC 05 BESE 05 SPC1 R1 SPC2 F2 SPC3 RG SPC4 T1	F	W		DEM
14	1500706	BELL →					CONG 05 SEN 32 REP 021 PJ 01 SCHBD 01 CD JP 01 TXWD SCT 04ACT 31 DCT 07 PSC 05 BESE 05 SPC1 R1 SPC2 F2 SPC3 RG SPC4 T1	M	W		REP

*Do not make ANY
marks in the register*

IF A VOTER'S NAME IS NOT HERE CHECK
THE SUPPLEMENTAL PRECINCT LIST BEHIND
THE DIVIDER MARKED "SUPPLEMENTAL". IF NOT
THERE, CALL THE REGISTRAR OF VOTERS AND
FOLLOW THEIR INSTRUCTIONS.

IF THERE IS A CODE IN THE ASST. COLUMN THE VOTER MAY VOTE WITH ASSISTANCE.
TO VOTE WITH ASSISTANCE YOU MUST: 1. HAVE PREVIOUSLY FILED DOCUMENTATION
WITH THE REGISTRAR OF VOTERS OR 2. ON ELECTION DAY THE VOTER MAY PRESENT TO
YOU A PHYSICIAN'S CERTIFICATE STATING THAT THE VOTER NEEDS ASSISTANCE, OR A
MOBILITY IMPAIRED ID CARD. ALWAYS CALL THE REGISTRAR BEFORE YOU DENY
SOMEONE THE RIGHT TO VOTE.

- No doctor's certificate is needed if the assistance required is because the voter is unable to read, he merely has to file a statement with the Registrar of Voters and the precinct register will indicate that he is entitled to receive assistance. However, if the precinct register does NOT indicate that a voter is entitled to assistance and the voter requests assistance for the reason that he is unable to read, you may offer the AUDIO UNIT.
 - Additionally, on election day if a voter presents the commissioner with a physician's certification that the voter requires assistance at the polls or a Mobility Impaired ID Card issued by the Office of Motor Vehicles, then the voter may receive assistance, even though the precinct register does not indicate entitlement to assistance.
 - The commissioner will retain the physician's certification and place it in the REGISTRAR OF VOTERS ENVELOPE. A Mobility Impaired ID card shall be returned to the voter.
- C. A voter is entitled to assistance in voting from any person of his choice, including a commissioner; however, there are exceptions, as follows:
- No candidate in any election may assist any voter.
 - No commissioner-in-charge may assist a voter.
 - No employer or employer's agent may assist an employee in voting.
 - No union agent can assist a union member in voting.
 - By rule, Department of Health and Hospitals prohibits staff from assisting residents of state-operated facilities for mentally retarded/developmentally disabled persons.
- D. How to assist a voter with a disability:
- The person assisting the voter enters the voting booth with the voter and assists the voter in any way necessary for the voter to cast a ballot.
 - No other person is allowed in the voting booth.
 - Whoever provides assistance is bound by law to keep what happens in the voting booth a secret; never reveal or discuss how the voter with a disability voted.
- E. A voter with a visual impairment has a choice of requesting assistance or using an audio ballot. If the voter chooses the audio ballot, the commissioner is responsible for demonstrating how it works and assisting the voter in casting his ballot, if such assistance is requested.
- F. A voter in a wheelchair may request that the voting machine be lowered to accommodate him in casting his ballot.
- **Voters in wheelchairs:** The voting unit can accommodate most voters in wheelchairs while in its natural voting position. If needed, a minor adjustment can be made. Perform the following steps if a voting unit adjustment is required:

- 1). Ask the voter if they would like the voting unit to be lowered.
- 2). To lower the display, go to the rear of the voting unit, and lift the maroon latch to move the display to the desired angle.

Release Maroon Latch on Tub



- The supply machine front left door in every precinct has a clear pouch with a **FULL PAGE MAGNIFIER** and a **BRaille AUDIO VOTING KEYPAD GUIDE** for use by any voter who may need these tools. Please replace at the end of voting.
- In a federal election (Presidential Preference Primary, U.S. President, U.S. Senator, and/or U.S. Representative), **if a voter appears to have a visual impairment, commissioners shall offer the voter the Braille Booklet containing the Instructions to Voters.** For all elections, a voter with a visual impairment may use the Braille Audio Voting Keypad Guide containing Audio Voting Instructions.

9. Audio Voting

- The audio ballot is available for any voter and is not limited to only the disabled or those needing assistance. If the voter elects to use an audio ballot, the commissioner shall assist the voter with the headset and instruct the voter and the person selected to assist the voter on the use of the audio ballot.
- The commissioner shall offer the voter and the person selected to assist the voter, the **Guide to Using the Audio Voting Keypad or the Braille version.**
- The audio voting accessory components follow on the next page.



Audio Voting Accessory Components

- The audio unit should be on the back of the machine waiting for use. It should already be connected. If not, contact the Clerk of Court or Voting Machine Warehouse Technicians for assistance. (see pgs. 54 & 56)

10. Allowing Voters to Vote

- A commissioner shall initial the precinct register opposite the voter's signature or mark.
- A commissioner must determine what type of voter they have before **ACTIVATING** the machine on the operator panel. There are four (4) different types of voters:

(1) Regular Voter;

(2) Lock Out Voter;

(3) Audio Voter; and

(4) Lock Out Audio Voter.

- Regular Voter: Activating the voting unit

- 1) Press the green Activate button on the Operator Panel.



- The machine responds as follows:
 - 1) The Operator Panel will make a sound.
 - 2) The light next to the **Activate** button will light up.
 - 3) The display on the Operator Panel will read: VOTER ACTIVE
 - 4) The booth light in the voting unit will turn on.
- You may need to instruct voters about using the voting machine, and you may do so for all voters!
 - The voter should enter through the curtain when it's their turn to vote.
 - The voter should look for green lights by the titles of offices. These are offices the voter can vote on.
 - To vote for a candidate, a voter must press the white square ☐ button to the right of the candidate's name and a green "X" will light up next to the box, like this: X ☐.
 - To change a vote, the voter must deselect the candidate that they voted for by pressing the white square ☐ button again by the candidate or proposition. The green "X" will disappear. Next, they must press the white square ☐ button by the new candidate or proposition and the green "X" will appear by that choice.
 - When the voter has made all of their selections, they **MUST** press the orange CAST VOTE button. The CAST VOTE button is in the bottom right hand corner of the voting machine.
 - The voting machine will make a unique electronic beep sound when the vote has been recorded.

- Assuring the Voter Voted Properly
 - 1) When the voter presses the 'CAST VOTE' button, four things will occur.
 - 2) **Listen:** The Operator Panel will make a sound.
 - 3) **Look:** The light next to the ACTIVATE button will turn off.
 - 4) **Look:** The display on the Operator Panel will read:

VOTER INACTIVE
POLLS OPEN

The Public and Protective Counters will increase by one.

- 5) **Look:** The booth light in the voting unit will turn off.

- If the voter leaves the booth (fled voter) without pressing the **CAST VOTE** button, ask the voter to return to the booth in order to press the **CAST VOTE** button if the voter is still in the polling place. **Note:** This will be the primary mistake of voters, so it is very important to listen and look for the signals listed.

- 1) If the voter leaves the booth without pressing the **CAST VOTE** button, and has left the polling place, perform the following steps while observed by at least one other commissioner, and without changing any selection made by the voter.

- 2) Reach your hand underneath the curtain (without going into the voting unit) and press the **CAST VOTE** button. If the four signals listed above in Assuring the Voter Voted Properly occur, the voting unit is ready for the next voter.

- 3) If these signals do not occur, it means the previous voter left the voting unit without making any selections (known as a PROTEST or NO VOTE voter). Make a notation on the back of the poll list because your poll list will have one more than your public counter.

- The commissioners shall not allow more voters to approach the voting machines than there are vacant machines available.
- The commissioners shall not allow more than one person to enter a voting machine at a time; however, a preteen child may accompany his parent or legal guardian. Recommend that the child stay to the left of the parent so that he does not accidentally press the cast vote button before the parent has completed voting.
- A voter shall not remain in a machine longer than three (3) minutes, unless they are using the audio ballot, where they can have a maximum of twenty (20) minutes.
- If a voter fails to leave after a commissioner has notified him that three (3) minutes (or twenty (20) minutes for audio) have elapsed, the commissioners shall have the voter removed.
- A voter shall promptly leave the polling place after voting and shall not reenter a machine.
- The commissioners shall keep two (2) duplicate POLL LISTS (PL-53-blue, PL-53-gold) for each precinct, numbered consecutively from one to the end.
- The commissioners shall enter the name of every person who votes at the polling place on the poll lists.
- Periodically check the public counter numbers on your machines and the number of voters entered on your **POLL LISTS**. If there is a discrepancy between the total number of voters who have voted on all of your machines, and the number of voters listed in the **POLL LISTS**, make a note on the back of both **POLL LISTS** describing the time and details of what happened.
- In a federal election (Presidential Preference Primary, U.S. President, U.S. Senator, and/or U.S. Representative), **provisional voters' names shall be entered on the last two pages of the poll lists, beginning with number 1681.**

➤ Lock Out Voter: Activating the voting unit for a lock out voter

1) **Look** at the precinct register to determine whether the voter is entitled to vote on an issue or party. The last column on the precinct register indicates “PARTY”. The 7th column with the heading “Districts” indicates all partial districts. The Clerk of Court will instruct you on who may vote in partial districts. (see precinct register on pg. 25).

2) **Look** at the operator panel menu to determine which lock out button to select for the voter. If you select the incorrect lock out button BEFORE YOU PRESS THE ACTIVATE BUTTON, you may correct this by pressing the correct lock out button. The display screen on the operator panel will read which lock out button was selected.

3) **Activate** the machine by pressing the green activate button.

➤ Audio Voter: Activating the voting unit for an audio voter

1) Give the audio voting keypad and headset to the voter before they enter the voting machine. A voter may use their own headset if it has a universal plug. The voter may need to have the keypad strapped to their arm or wheelchair, but always ASK THE VOTER their preference first. If the voter uses a sip and puff mechanism, it can be inserted into the bottom right hand corner of the keypad.

2) To select audio voting, first press the YELLOW TEST BUTTON on the operator panel. The display screen reads “RETURN TO VOTER INACTIVE”.

3) Then press the YELLOW TEST BUTTON again to select **NEXT** and the display screen reads “ENABLE AUDIO VOTING”.

4) Then press the GREEN ACTIVATE BUTTON to select **START** and the display screen reads “AUDIO VOTING ENABLED” and then the display screen reads “VOTER INACTIVE AUDIO MODE”.

5) Finally press the GREEN ACTIVATE BUTTON to activate the machine and allow the voter to use the audio unit to vote.

- In summary, to activate the voting machine for an audio voter, press **YELLOW, YELLOW, GREEN, GREEN** before allowing the audio voter to vote.
- After each audio voter, the machine will automatically return to REGULAR VOTER mode and is ready for you to simply press the ACTIVATE button for a regular voter.

➤ Lock Out Audio Voter: Activating the machine for a lock out audio voter

1) In summary, you follow the procedures above for an audio voter but insert the lock out selection as follows: **YELLOW, YELLOW, GREEN, LOCK OUT SELECTION, GREEN.**

11. Challenge of Voter at Polls

- Grounds for challenge. A commissioner, watcher or qualified voter may challenge a person applying to vote on any of the following grounds:
 - the applicant is not qualified to vote in the election;
 - the applicant is not qualified to vote in the precinct; or
 - the applicant is not the person whose name is on the precinct register.

CHALLENGE OF VOTER -- At Polling Place	
<p>The undersigned hereby challenges the right of</p> <p><u>Richard Doe</u></p> <p>(name of person challenged)</p> <p>to vote at the <u>1-1</u> ward/district/precinct</p> <p>Parish of <u>East Baton Rouge</u> on the ground that:</p> <p>(check applicable box below)</p> <p><input type="checkbox"/> The applicant is not qualified to vote in the election;</p> <p><input type="checkbox"/> The applicant is not qualified to vote in the precinct;</p> <p><input type="checkbox"/> The applicant is not the person whose name is shown on the precinct register.</p> <p>This challenge is made and entered in accordance with R.S. 18:565.</p> <p>Dated and signed the _____ day of _____,</p> <p><u>John Doe</u></p> <p>(signature of challenger)</p> <p><u>1111 Smart St., Baton Rouge, LA 70000</u></p> <p>(address of challenger)</p> <p>Disposition:</p> <p>Place blue ORIGINAL in P-16 envelope.</p> <p>Place pink COPY in ROV envelope.</p> <p>Give white COPY to challenger.</p> <p>CV-56 (Rev. 1/07)</p>	<p>INSTRUCTIONS TO COMMISSIONERS</p> <p>The commissioners present shall determine the validity of the challenge. If they determine by majority vote that the challenge is valid, the applicant shall not be permitted to vote. If the valid challenge determines that the applicant moved within or outside the parish within the last three months, the voter shall be permitted to vote upon completing an address confirmation card. If the majority determines the challenge is invalid, the applicant shall be permitted to vote.</p> <p>DETERMINATION OF CHALLENGE</p> <p>(check applicable box below)</p> <p><input type="checkbox"/> The challenge is valid.</p> <p><input type="checkbox"/> The challenge is invalid.</p> <p><u>John Doe</u></p> <p>(commissioner-in-charge)</p> <p><u>Jane Doe</u></p> <p>(commissioner)</p> <p><u>Betty Doe</u></p> <p>(commissioner)</p> <p><u>Jane Smith</u></p> <p>(commissioner)</p> <p><u>John Smith</u></p> <p>(commissioner)</p> <p>Prepared and Furnished by Secretary of State</p>

Additionally, all voters who complete a **VOTER IDENTIFICATION AFFIDAVIT** are subject to challenge before voting.

- Disposition of the challenge.
 - 1) If a challenge is made, a majority of the commissioners must determine whether the challenge is valid or invalid. If **INVALID**, the applicant shall be permitted to vote.
 - 2) If the commissioners determine by majority vote that the challenge is **VALID**, the applicant shall **NOT** be permitted to vote.
 - 3) If the valid challenge is based on change of residence and the applicant has moved within the parish or has moved outside the parish within the last three months, the voter shall be allowed to vote upon completing an **ADDRESS CONFIRMATION**.
- Disposition of the record of the challenge and address confirmation.
 - 1) The original **CHALLENGE OF VOTER** form signed by the challenger shall be placed in the blue **PUT IN VOTING MACHINE** envelope.

- 2) The pink copy of the challenge form and the **ADDRESS CONFIRMATION** shall be put in the **REGISTRAR OF VOTERS ENVELOPE** and the envelope shall be attached to the precinct register.
- 3) The white copy of the challenge form shall be given to the challenger.

12. **Law Enforcement Officers**

- A law enforcement officer shall not enter a polling place except to vote or to enforce the orders of the commissioners and shall not interfere with the conduct of the election, the voters, or the election officials.
- Law enforcement officers shall not be stationed at polling places on election day.
- Commissioners may summon law enforcement officers to assist them in:
 - 1) preserving order;
 - 2) enforcing the election laws; or
 - 3) protecting election officials from interference with the performance of their duties.
- Prior to calling for a law enforcement officer for assistance, a commissioner may issue a **NOTICE TO LEAVE PREMISES** to any person who has voted and refuses to leave the polling place.

NOTICE TO LEAVE PREMISES

Issued to John Doe, 1111 Smart St., Baton Rouge, LA 70000

(name and address of violator)

In accordance with the provisions of R.S. 18:1462, **you are hereby ordered to leave the premises and remain outside a radius of 600 feet of the polling place.**

Failure to do so is a violation of the **Louisiana Election Code**. Whoever violates this provision shall be fined not more than \$500 or be imprisoned for not more than six months, or both for a first offense. On a second offense or any succeeding offense, the penalty shall be a fine of not more than \$1,000 or imprisonment for not more than one year, or both.

Jane Smith

signature of election commissioner
OR law enforcement officer

January 1, 2007

date

Disposition:

Give ORIGINAL to violator.

Place DUPLICATE in P-16 envelope.

NT-LP (Rev. 1/99)

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Secretary of State

- Law enforcement officers shall not be eligible to serve as commissioners-in-charge, commissioners, alternate commissioners or watchers.
- “Law enforcement officer” shall mean any employee of the state, a municipality, a sheriff, or other public agency whose permanent duties include the making of arrests, performing searches and seizures, or the execution of criminal warrants, and who is responsible for the enforcement of the penal, traffic, or highway laws of this state.

13. Extended Poll Hours

- If the poll hours in a federal election (Presidential Preference Primary, U.S. President, U.S. Senator, and/or U.S. Representative) are extended by a federal or state court order, or any other order, during the extension voters will vote for federal offices on provisional ballots, following the same procedures set forth in **PART 5, PROVISIONAL VOTING** (see pg. 44), except that commissioners shall place any sealed **PROVISIONAL BALLOT AFFIDAVIT ENVELOPES**, ballot stubs and un-voted ballots into the **PROVISIONAL BALLOT ENVELOPE - EXTENDED POLL HOURS**.
- On election night, this envelope is delivered to the Clerk of Court.

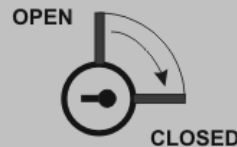
PART 4: CLOSING THE POLLING PLACE

- At 8:00 p.m., announce that the polls are closed and that the election results will be posted outside or on glass at the polling place for public viewing from the outside of the polling place.
- **Never close the polls before 8:00 p.m.**
- If there are voters in line, try to move them inside if there is sufficient room at the polling place.
- Lock the door to the polling place.
- Allow all voters in line at 8:00 p.m., and any commissioners who have not voted, to vote.
- Certify the correctness of the two (2) duplicate **POLL LISTS** and sign the back covers.
- If there are any discrepancies between the total of all the public counters and the **POLL LISTS**, make a notation of the reason on the back covers of both POLL LISTS (see pg. 30).
- Secure the voting machines against further voting:
 - Remove the voting unit keys from the **B-02 ENVELOPE**.
 - Unlock and open the back door with the yellow capped key.
 - “Close the Polls” by inserting the silver key into the **Polls Open/Polls Closed** slot.
 - Turn the key **clockwise** to the **Closed** position.

POWER ON-OFF



POLLS OPEN/POLLS CLOSED



PRINT MORE



CAUTION: Do not turn the key back to open.

- Once the key is turned to the closed position, the printer will begin printing four (4) **Official Election Results Reports**. **DO NOT REMOVE THE BLUE RESULTS CARTRIDGE FROM THE BACK OF THE MACHINE UNTIL ALL PRINTING HAS STOPPED!!!**
- While the four (4) **Official Election Results Reports** are printing, start closing up the front of the voting unit.
- Remove the curtain from the front of the voting unit, roll it up, and place it back into the storage tube.



Storing the Voting Curtain

- Replace the **FULL PAGE MAGNIFIER** and the **BRILLE AUDIO VOTING KEYPAD GUIDE** in the clear plastic pouch of the supply machine left door. Fold the top white panel down, followed by the right door, and then the left door. Unlatch the privacy panels (front doors) from the top white panel.

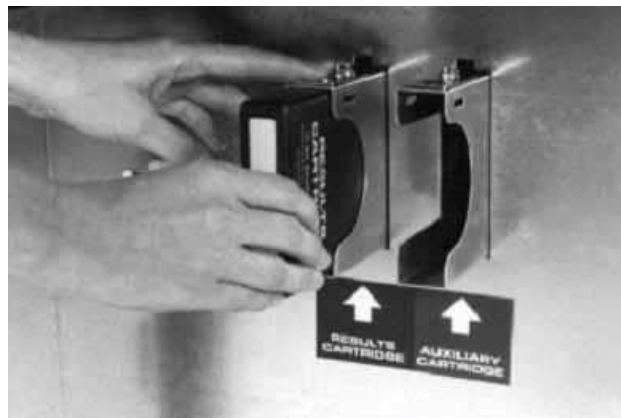


Closing Front Doors of AVC Advantage®

- Close the front doors and secure the latch, then lock with the yellow capped key.
- Lower the large voter panel to the down position by pulling the maroon latch release handle, which allows the panel to be lowered. Caution: Do not force panel down.
- Make sure there are four (4) **Official Election Results Reports** printed. If you need to print more, use the “print more” button.
- All commissioners must sign and date all four (4) **Official Election Results Reports**.
- Remove the large blue **RESULTS CARTRIDGE** from the voting unit by pressing the silver release button. **MAKE SURE ALL PRINTING HAS STOPPED BEFORE REMOVING THE BLUE RESULTS CARTRIDGE!**

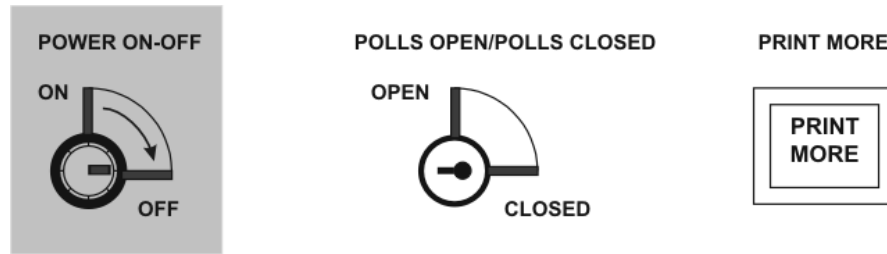


Rear View of AVC Advantage®



Removing Results Cartridge

- Turn the red “Power On-Off” knob in the rear of the voting unit to the OFF position.



Turn Power Switch to Off

- Remove the Operator Panel from the side of the voting unit and hang it back into its storage position in the rear of the voting unit.
- Remove the audio unit and headphones and place in the storage bag in the rear of the voting unit.
- Unplug the electrical cord and pull it back gently so that it will retract back into the voting unit.
- Distribute the four (4) **Official Election Results Reports** from each machine as follows:
 - One in the yellow **SECRETARY OF STATE ENVELOPE**;
 - One in the blue **PUT IN VOTING MACHINE ENVELOPE**;
 - One in the **CLEAR PLASTIC ZIPPER BAG** for the Clerk of Court; and
 - One is posted on the outside wall of the polling place location or inside on clear glass so that it may be viewed from the outside of the polling place.
- Finish completing Certificate No. 2 of the **MACHINE CERTIFICATES** by filling in the time you finished closing the polls, the machine serial numbers, the public counter numbers (votes cast), and the protective counter numbers. Have all commissioners sign the form. Distribute as follows:
 - Original is placed in the **CLEAR PLASTIC ZIPPER BAG** for the Clerk of Court.
 - Blue copy is placed in the **blue PUT IN VOTING MACHINE ENVELOPE**.
 - Yellow copy is placed in the **yellow SECRETARY OF STATE ENVELOPE**.
 - Fill in the **PAYROLL AFFIDAVIT** (see sample on next page), and have every commissioner verify that the information is correct. **The name should be the same as the name on the social security card.** Make sure the social security number is correct. Commissioners payroll is submitted by the Clerk of Court to the Secretary of State, and checks are issued no later than thirty (30) days thereafter by the Secretary of State. Distribute as follows:
 - Original is placed in the **CLEAR PLASTIC ZIPPER BAG** for delivery to the Clerk of Court; and
 - Pink copy is placed in the **REGISTRAR OF VOTERS ENVELOPE**, which is then placed in the canvas bag.

PAYROLL AFFIDAVIT

Use Ballpoint Pen – Press Hard

East Baton Rouge	Parish	1	Ward or District	1	Precinct	Date	01/01/2007
------------------	--------	---	------------------	---	----------	------	------------

NAME (Please Print)	MAILING ADDRESS (Please Print)	SIGNATURE (of Commissioners)	INITIALS	HOURS WORKED (Ex. 5:30am-8:30pm)
Commissioner A	1234 Victory Lane Baton Rouge, LA 70000	Jane Doe	AAA	5:30 am 8:30 pm
Soc.Sec.No. 000 00 0000				
Commissioner B	1234 Victory Lane Baton Rouge, LA 70000	Mary Jones	BBB	5:30 am 12:00 noon* sick called Clerk
Soc.Sec.No. 000 00 0000				
Commissioner C	1234 Victory Lane Baton Rouge, LA 70000	John Doe	CCC	5:30 am 8:30 pm
Soc.Sec.No. 000 00 0000				
Commissioner D	1234 Victory Lane Baton Rouge, LA 70000	Sue Smith	DDD	5:30 am 8:30 pm
Soc.Sec.No. 000 00 0000				

I swear that the above payroll information is true and correct to the best of my knowledge as Commissioner-In-Charge, that all of the above listed persons worked at the designated location for the designated hours.

Soc.Sec.No. 000 00 0000	Mary Smith	HOURS WORKED (Ex. 5:30am-8:30pm)
	(Name of Commissioner-In-Charge – Please Print)	5:30 am 8:30 pm
	1111 Smart Lane, Baton Rouge, LA 70000	
	(Mailing Address – Please Print Street Address, City, State, & Zip)	
	Mary Smith	
	(Signature of Commissioner-In-Charge)	

Disposition:
Place ORIGINAL in the clear plastic envelope which is to be delivered to the Clerk of Court.
Place DUPLICATE in R.O.V. envelope.
LC-01 (Rev. 11/07)

Prepared & Furnished By
Secretary of State

- Take down the **Official Election Zero Proof Report** that was posted throughout the day and put it in the blue **PUT IN VOTING MACHINE ENVELOPE**.
- Take down all the posted signs and gather up the extra supplies and place them all in the **PRECINCT SUPPLY ENVELOPE**. Throw away all trash and make sure the polling place is clean and neat.
- Before sealing the following envelopes, check the envelopes and make sure the contents are correct and fill out all information on each envelope.

1. **REGISTRAR OF VOTERS ENVELOPE** (pink forms): seal the envelope and attach it to the precinct register:

- ADDRESS CONFIRMATION AT POLLS;
- VOTER IDENTIFICATION AFFIDAVITS;
- CHALLENGE OF VOTERS (duplicates);
- LIST OF COMMISSIONERS (duplicates);
- PRECINCT REGISTER CORRECTION (duplicates);
- PHYSICIANS' CERTIFICATES.

Issued by Secretary of State

Parish	Ward or District	Precinct
East Baton Rouge	1	002A

AFTER the election, Commissioners enclose the following in this envelope:

ACP --- ADDRESS CONFIRMATION AT POLLS

AV-34 --- VOTER IDENTIFICATION AFFIDAVIT

CV-56 --- CHALLENGES OF VOTERS (DUPLICATES)

LC-01 --- LIST OF COMMISSIONERS (DUPLICATES)

PRC --- PRECINCT REGISTER CORRECTION (DUPLICATES) (formerly AV-33)

--- PHYSICIANS CERTIFICATES

**DISPOSITION --- ATTACH TO PRECINCT REGISTER
(FOR DELIVERY TO REGISTRAR OF VOTERS)**

ROV (Registrar of Voters Envelope)
(Rev. 1/05)

2. **PUT IN VOTING MACHINE ENVELOPE** (blue forms): seal the envelope and place it, and the precinct register, in the voting machine:

- CHALLENGE OF VOTERS (originals);
- ONE (1) MACHINE CERTIFICATES (blue copy);
- NOTICES TO LEAVE PREMISES (duplicates - blue copy);
- ONE (1) POLL LIST (PL-53-blue);
- PRECINCT REGISTER CORRECTION (originals);
- ONE (1) OFFICIAL ELECTION ZERO PROOF REPORT from each machine;
- ONE (1) OFFICIAL ELECTION RESULTS REPORT from each machine.

TAMPER - PROOF ENVELOPE --- DO NOT OPEN AFTER SEALING								
<i>Issued by Secretary of State</i>								
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 2px;">Parish</th> <th style="text-align: left; padding: 2px;">Ward or District</th> <th style="text-align: left; padding: 2px;">Precinct</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">East Baton Rouge</td> <td style="text-align: center; padding: 2px;">1</td> <td style="padding: 2px;">002A</td> </tr> </tbody> </table>	Parish	Ward or District	Precinct	East Baton Rouge	1	002A		
Parish	Ward or District	Precinct						
East Baton Rouge	1	002A						
<p><u>AFTER ELECTION</u>, COMMISSIONERS ENCLOSE THE FOLLOWING IN THIS ENVELOPE:</p> <ul style="list-style-type: none"> • CHALLENGE OF VOTERS (originals) (CV-56) • ONE (1) MACHINE CERTIFICATES (duplicates - blue copy) (MC-52) • NOTICES TO LEAVE PREMISES (duplicates - blue copy) (NT-LP) • ONE (1) POLL LIST (PL-53-blue) • PRECINCT REGISTER CORRECTION (originals) (PRC) • ONE (1) OFFICIAL ELECTION ZERO PROOF REPORT from each machine • ONE (1) OFFICIAL ELECTION RESULTS REPORT from each machine 								
<p><u>AFTER SEALING</u>: EXECUTE CERTIFICATE ON BACK OF ENVELOPE AND PUT IN OR ATTACH TO VOTING MACHINE.</p>								
<p>P-16 Put In Voting Machine Envelope</p> <p style="font-size: small;">(Rev. 8/07)</p>								
TAMPER - PROOF ENVELOPE --- DO NOT OPEN AFTER SEALING								

3. **SECRETARY OF STATE ENVELOPE** (yellow forms): mailed to Secretary of State before midnight (12:00 a.m.):

- ONE (1) POLL LIST (PL-53-gold);
- ONE (1) MACHINE CERTIFICATES (yellow copy)
- ONE (1) OFFICIAL ELECTION RESULTS REPORT from each machine.
- Fill in the PARISH & WARD/PRECINCT on the envelope.

TAMPER - PROOF ENVELOPE --- DO NOT OPEN AFTER SEALING		
PARISH East Baton Rouge		
WARD OR DISTRICT 1	PRECINCT 002A	
		NO POSTAGE NECESSARY
AFTER ELECTION, COMMISSIONERS ENCLOSE THE FOLLOWING IN THIS ENVELOPE:		
<ul style="list-style-type: none">• ONE (1) POLL LIST (PL-53-gold)• ONE (1) MACHINE CERTIFICATES (yellow copy) (MC-52)• ONE (1) OFFICIAL ELECTION RESULTS REPORT from each machine.		
AFTER SEALING - EXECUTE CERTIFICATE ON BACK		
OF ENVELOPE AND MAIL ON ELECTION NIGHT TO →→→→		SECRETARY OF STATE P. O. BOX 94125 BATON ROUGE, LA 70804-9125
S-19 Secretary of State's Envelope (Rev. 8/07)		
TAMPER - PROOF ENVELOPE --- DO NOT OPEN AFTER SEALING		

4. **CLEAR PLASTIC ZIPPER BAG:** deliver to Clerk of Court on election night.

- original MACHINE CERTIFICATES;
 - original PAYROLL AFFIDAVIT;
 - ONE (1) OFFICIAL ELECTION RESULTS REPORT from each machine;
 - large blue RESULTS CARTRIDGE from each machine;
 - VOTING MACHINE RETURN KEY ENVELOPE.
- After confirming that the correct forms are in each envelope, sign and seal the blue PUT IN VOTING MACHINE ENVELOPE and the yellow SECRETARY OF STATE ENVELOPE. Be sure to fill in the PARISH and WARD/PRECINCT on each envelope. Once these tamper-proof envelopes are sealed, DO NOT OPEN them. If a form was accidentally left out, in the upper right

corner of the form write the name of the envelope where it should have been, and deliver it to the Clerk of Court's office.

- Seal the precinct register with the red seal, attach the REGISTRAR OF VOTERS ENVELOPE to the register, and place it in the canvas bag, if one is available.
- Only **THREE (3)** things go in the back of the voting machine: the Precinct Register in the canvas bag (if one), the blue **PUT IN VOTING MACHINE ENVELOPE**, and the **PRECINCT SUPPLY ENVELOPE** containing the extra supplies and posters.
- Close and lock the back door using the yellow capped key.
- Place the voting unit keys into the **C-03 ENVELOPE**; have all commissioners sign this envelope, and place the envelope into the **CLEAR PLASTIC ZIPPER BAG** for the Clerk of Court.

Issued by
SECRETARY OF STATE

PARISH	WARD OR DISTRICT	PRECINCT
East Baton Rouge	1	1

AFTER election, Commissioners fill blanks and sign below.

We hereby certify the enclosed keys belong to VOTING MACHINES NUMBERED:

A	B	C	D	E	F
11667	11668				

COMMISSIONER _____ COMMISSIONER _____

COMMISSIONER _____ COMMISSIONER _____

COMMISSIONER-IN-CHARGE _____

DISPOSITION
Commissioner-in-Charge seals this envelope in presence of other Commissioners, and delivers on election night to:

ALL PARISHES EXCEPT ORLEANS:
Clerk of Court
Courthouse

ORLEANS PARISH ONLY:
Clerk of the Criminal
District Court
Parish of Orleans
Criminal Courts Building
Tulane Ave. & Broad St.
New Orleans, Louisiana

C-03
Rev. 2/89

- Deliver to the Clerk of Court the **CLEAR PLASTIC ZIPPER BAG**.
- Mail the yellow **SECRETARY OF STATE ENVELOPE** to the Secretary of State before midnight (12:00 a.m.). Be sure to fill in the PARISH and WARD/PRECINCT.
- In a federal election (Presidential Preference Primary, U.S. President, U.S. Senator, and/or U.S. Representative), deliver to the Clerk of Court, the **PROVISIONAL BALLOT ENVELOPE**, if any; and the **PROVISIONAL BALLOT ENVELOPE - EXTENDED HOURS**, if any.

PART 5: PROVISIONAL VOTING **(Federal Elections Only)**

A provisional voter must certify that he is a registered voter in the parish and eligible to vote in the election for federal offices.

NOTE: All forms and envelopes (except provisional ballots) used with provisional voting will be printed with purple ink.

1. **Type of Election** Provisional voting applies **only to elections for federal office**. (Presidential Preference Primary, U. S. President, U. S. Senator, and/or U. S. Representative)
2. **Type of Provisional Voter** Provisional voting applies to three categories of voter:
 - A. A person whose name **does not** appear in the precinct register and who is **not authorized** by the registrar of voters/deputy registrar to vote by PRECINCT REGISTER CORRECTION, or who the commissioner(s) assert is **not eligible** to vote.
 - B. A “**MAIL 1ST TIME FEDERAL ELECTION**” voter whose name appears in the precinct register with this notation. He must vote provisionally if he does NOT present a current and valid photo identification or a copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows the voter’s name and address.
 - C. A voter who votes in a federal election during court-ordered extended polling hours.
3. **Precinct Voting**
 - A. If the precinct register has the notation “**MAIL 1ST TIME FEDERAL ELECTION**” by a voter’s name, see pg. 46 for further instructions.
 - B. If a voter’s name does not appear in the precinct register or supplemental register, the commissioner contacts the registrar of voters/deputy registrar, who either:
 - Authorizes the voter to vote by PRECINCT REGISTER CORRECTION. (**NOTE: The voter would NOT be a provisional voter**);
 - OR --
 - Does not authorize the voter to vote by PRECINCT REGISTER CORRECTION, and the voter is eligible to cast a paper provisional ballot. (**NOTE: The voter would be a provisional voter**); see paragraph C on next page for further instructions.

C. Provisional voting procedures at the precinct are as follows:

- 1) Have the voter complete the PROVISIONAL BALLOT AFFIDAVIT ENVELOPE flap and sign the certificate on the flap in the presence of a commissioner.
- 2) Print the voter's name and have the voter sign the precinct register on the page marked "Provisional Voters".
- 3) Write the provisional voter's name on the **last two pages** of the POLL LIST, beginning with Number 1681.
- 4) The commissioner shall fill in the "VOTED AT PRECINCT No." on the PROVISIONAL BALLOT AFFIDAVIT ENVELOPE flap.
- 5) Obtain a numbered paper provisional ballot, remove the ballot number stub from the bottom right corner of the ballot, and write the provisional ballot number in **both places** on the completed PROVISIONAL BALLOT AFFIDAVIT ENVELOPE flap.
- 6) Give the provisional ballot and the PROVISIONAL BALLOT AFFIDAVIT ENVELOPE to the voter, and allow him to mark the provisional ballot in a manner and in an area that protects the secrecy of his vote.
- 7) Have the voter seal the marked provisional ballot into the PROVISIONAL BALLOT AFFIDAVIT ENVELOPE and return it to the commissioner.
- 8) The commissioner shall remove **ONLY** the red "To The Provisional Voter" portion of the PROVISIONAL BALLOT AFFIDAVIT ENVELOPE flap and give it to the voter. NOTE: Make sure the remainder of the PROVISIONAL BALLOT AFFIDAVIT ENVELOPE flap is still attached to the envelope.
- 9) The commissioner shall place the sealed PROVISIONAL BALLOT AFFIDAVIT ENVELOPE and the provisional ballot number stub inside the PROVISIONAL BALLOT ENVELOPE.

D. When the commissioners close the polls on election night, the following items are placed into the PROVISIONAL BALLOT ENVELOPE and delivered to the clerk of court:

- PROVISIONAL BALLOT AFFIDAVIT ENVELOPES;
- Unused provisional ballots; and
- Ballot number stubs from voted provisional ballots.

4. Provisional Voting During Court Ordered Extended Poll Hours (Precinct Voting Only)

A. If polling hours are extended by court order, the voters shall vote:

- On paper provisional ballots during the extended period, following the same procedures as set forth in **Section 3, paragraph C** above for precinct voting.
- For all other state, local or municipal offices; political party offices; propositions; questions; and/or constitutional amendments for which he is eligible to vote using a non-provisional ballot. The voting machines may be programmed with an extra button to lock out the federal offices and the voter may be permitted to cast a ballot on the machine for all state/local candidates/issues, as instructed by the Clerk during training.

- The procedure to follow when a voter casts **both** a paper provisional ballot for federal offices and a state/local ballot is located in Section 5, Paragraphs B, C, and D below.
- The commissioners place any PROVISIONAL BALLOT AFFIDAVIT ENVELOPES sealed by the extended-hours voters which contain provisional ballots and ballot number stubs from voted provisional ballots into the PROVISIONAL BALLOT-EXTENDED POLL HOURS ENVELOPE.
- On election night, this envelope is delivered to the clerk of court.

5. Provisional Voting For Mail 1st Time Federal Election Voters

- A. If the precinct register has the notation “**MAIL 1ST TIME FEDERAL ELECTION**” by a voter’s name, he will be required to cast **BOTH** a paper **provisional** ballot for federal offices (Presidential Preference Primary, U. S. President, U. S. Senator, and/or U. S. Representative), and a state/local ballot either on paper or on the voting machine as instructed by the Clerk in training for all other state, local, or municipal offices; political party offices; propositions; questions; and/or constitutional amendments, **if the voter:**
- Does NOT present to the commissioner a current and valid photo identification **or** a copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows the name and address of the voter.
 - NOTE: If a voter provides proper identification as listed herein, he is NOT a provisional voter and may vote on the machine.
- B. If a voter casts **BOTH** a paper provisional ballot for federal offices, and a state/local ballot on the voting machine for all other state, local, or municipal offices; political party offices; propositions; questions; and/or constitutional amendments for which he is eligible to vote, follow:
- the **provisional** voting procedures outlined in **Paragraph C** below; and
 - the **non-provisional** voting procedures outlined in **Paragraph D**, on next page.
- C. Procedure to cast a **provisional ballot for federal offices only:**
- 1) Have the voter complete the PROVISIONAL BALLOT AFFIDAVIT ENVELOPE flap and sign the certificate on the flap in the presence of a commissioner.
 - 2) Print the voter’s name and have the voter sign the precinct register on the page marked “**Provisional Voters**”.
 - 3) The commissioner shall write the voter’s name in the POLL LIST twice: once on the beginning pages when he casts his non-provisional ballot, and once on the last two pages (beginning with number 1681) when he casts his provisional ballot.
 - 4) The commissioner shall fill in the “VOTED AT PRECINCT No.” on the PROVISIONAL BALLOT AFFIDAVIT ENVELOPE flap.
 - 5) Obtain a numbered paper provisional ballot, remove the ballot number stub from the bottom right corner of the ballot, and write the provisional ballot number in **both places** on the completed PROVISIONAL BALLOT AFFIDAVIT ENVELOPE flap.
 - 6) Give the provisional ballot and the PROVISIONAL BALLOT AFFIDAVIT ENVELOPE to the voter, and allow him to mark the provisional ballot in a manner and in an area that protects the secrecy of his vote.

- 7) Have the voter seal the marked provisional ballot into the PROVISIONAL BALLOT AFFIDAVIT ENVELOPE and return it to the commissioner.
 - 8) The commissioner shall remove ONLY the red “To The Provisional Voter” portion of the PROVISIONAL BALLOT AFFIDAVIT ENVELOPE flap and give it to the voter. NOTE: Make sure the remainder of the PROVISIONAL BALLOT AFFIDAVIT ENVELOPE flap is still attached to the envelope.
 - 9) The commissioner shall place the sealed PROVISIONAL BALLOT AFFIDAVIT ENVELOPE and the provisional ballot number stub inside the PROVISIONAL BALLOT ENVELOPE.
- D.** Procedure to cast a state/local ballot on the voting machine for all other state, local or municipal offices; state or parish political party offices; propositions; questions and/or constitutional amendments: the voter will be permitted to sign the VOTER IDENTIFICATION AFFIDAVIT if no picture identification is provided, and will follow the regular procedures set forth in the election code when casting the state/local machine ballot, including signing the precinct register where his name is listed. The voting machines will be programmed with an extra button to lock out the federal offices and the voter will be permitted to cast a state/local ballot.

PRECINCT VOTING-PROVISIONAL VOTING CHECKLIST

The voter's name is NOT in the precinct register - contact the Registrar of Voters or contact the Secretary of State @ 1-800-883-2805.	Action	Result
	•If the Registrar or Secretary of State determines that the voter's name was inadvertently omitted from the precinct register, the voter needs to complete a Precinct Register Correction (PRC).	•Voter is allowed to vote for all eligible offices (federal and state (f/s)) on the voting machine – VOTER IS <u>NOT</u> A PROVISIONAL VOTER.
	•If the Registrar or Secretary of State confirms that the voter is in the wrong precinct, encourage the voter to go to the correct precinct to vote. If he refuses, allow the voter to vote a provisional ballot for federal offices.	• Voter casts a paper provisional ballot – VOTER IS A PROVISIONAL VOTER. •Voter is NOT allowed to vote on the voting machine.
	•If the Registrar or Secretary of State confirms that the voter is NOT eligible to vote, allow the voter to vote a provisional ballot.	• Voter casts a paper provisional ballot – VOTER IS A PROVISIONAL VOTER. •Voter is NOT allowed to vote on the voting machine.

The voter's name is in the precinct register, but is challenged.	Action	Result
	•If a challenge is made that the voter is ineligible to vote, and a majority vote of the commissioners determine that the challenge is VALID. (*If NOT VALID, proceed normally.)	•Voter casts a paper provisional ballot – VOTER IS A PROVISIONAL VOTER. •Voter is NOT allowed to vote on the voting machine.

The voter's name is in the precinct register and "MAIL 1ST TIME FEDERAL ELECTION" is in the signature block.	Action	Result
	•Voter provides photo identification.	•Voter is allowed to vote for all eligible offices (federal and state (f/s)) on the voting machine – VOTER IS <u>NOT</u> A PROVISIONAL VOTER.
	•Voter does NOT provide photo identification; but •Voter does provide a current utility bill, bank statement, government check, paycheck or other government document that shows the name and address of the voter.	•Voter completes a Voter Identification Affidavit. (AV-34); and •Voter is allowed to vote for all eligible offices (federal and state (f/s)) on the voting machine – VOTER IS <u>NOT</u> A PROVISIONAL VOTER.
	•Voter does NOT provide photo identification; and •Voter does NOT provide a current utility bill, bank statement, government check, paycheck or other government document that shows the name and address of the voter.	•Voter casts a paper provisional ballot for federal office – VOTER IS A PROVISIONAL VOTER FOR FEDERAL OFFICE. •Voter completes a Voter Identification Affidavit (AV-34), and is allowed to vote ONLY a state ballot on the voting machine for any candidate, proposition, question or constitutional amendment election(s); but is locked out of the federal office.

PRECINCT VOTING (CONTINUED)- PROVISIONAL VOTING CHECKLIST

	Action	Result
<p>The voter's name is in the precinct register and "MAIL 1ST TIME FEDERAL ELECTION/ADDRESS CONFIRMATION REQUIRED" is in the signature block.</p>	<ul style="list-style-type: none"> • Voter completes an Address Confirmation (ACC); and • Voter indicates that it has been more than 3 months since he moved from the address listed in the precinct register to an address outside the parish. 	<ul style="list-style-type: none"> • Voter casts a paper provisional ballot – VOTER IS A PROVISIONAL VOTER. • Voter is NOT allowed to vote on the voting machine.
	<ul style="list-style-type: none"> • Voter completes an Address Confirmation (ACC); and • Voter indicates that he has either NOT changed his address, has moved to a new address within the parish, or has moved to an address outside the parish less than 3 months ago; and • Voter provides photo identification. 	<ul style="list-style-type: none"> • Voter is allowed to vote for all eligible offices (federal and state (f/s)) on the voting machine – VOTER IS NOT A PROVISIONAL VOTER.
	<ul style="list-style-type: none"> • Voter completes an Address Confirmation (ACC); and • Voter indicates that he has either NOT changed his address, has moved to a new address within the parish, or has moved to an address outside the parish less than 3 months ago; and • Voter does NOT provide photo identification; but • Voter provides a current utility bill, bank statement, government check, paycheck or other government document that shows the name and address of the voter. 	<ul style="list-style-type: none"> • Voter completes a Voter Identification Affidavit (AV-34); and • Voter is allowed to vote for all eligible offices (federal and state (f/s)) on the voting machine – VOTER IS NOT A PROVISIONAL VOTER.
	<ul style="list-style-type: none"> • Voter completes an Address Confirmation (ACC); and • Voter indicates that he has either NOT changed his address, has moved to a new address within the parish, or has moved to an address outside the parish less than 3 months ago; and • Voter does NOT provide photo identification; and • Voter does NOT provide a current utility bill, bank statement, government check, paycheck or other government document that shows the name and address of the voter. 	<ul style="list-style-type: none"> • Voter casts a paper provisional ballot for federal office – VOTER IS A PROVISIONAL VOTER FOR FEDERAL OFFICE. • Voter completes a Voter Identification Affidavit (AV-34), and is allowed to vote ONLY a state ballot on the voting machine for any candidate, proposition, question or constitutional amendment election(s); but is locked out of the federal office.

PART 6: CRIMINAL ACTS AND PENALTIES

Acts Prohibited On Election Day

Between 6:00 a.m. and 9:00 p.m., no person shall perform or cause to be performed any of the following acts within any polling place being used in an election on Election Day, or within a radius of 600 feet of the entrance to any polling place on Election Day:

1. To solicit in any manner or by any means whatsoever any other person to vote for or against any candidate or proposition being voted on in such election.
2. To remain within any polling place or within a radius of 600 feet of the entrance of any polling place, except when exercising the right to vote, after having been directed, in writing, by an election commissioner or law enforcement officer to leave the premises or area of a polling place.
3. To hand out, place, or display campaign cards, pictures, or other campaign literature of any kind or description whatsoever pertaining to matters on the day's ballot.
4. To place or display political signs, pictures, or other forms of political advertising pertaining to matters on the day's ballot.
5. No commissioner or watcher shall carry or possess a firearm while present in the polling place.
6. Possess any alcoholic beverage in a polling place after having been directed by a commissioner or law enforcement officer assisting at the polls to remove or dispose of the beverage.
7. Appear at a polling place in an intoxicated condition.
8. Intimidate a person by the use of violence, force, or threats with the intent to influence that person's decision to vote, or to impede such person's entrance or departure from a polling place.
9. These provisions do not prohibit the placing and displaying, either by the owner, lessee, or lawful occupant thereof, or with the consent of such owner, lessee, or occupant, of political signs or pictures on PRIVATE PROPERTY which is not being used as a polling place.
10. These provisions do not prohibit any appointed election commissioner or any official watcher from remaining in and about the polling place in which he was selected to serve. However, no appointed election official shall wear any badge, button, pin, or other insignia identifying him with any political candidate or faction, nor shall any such official in any manner attempt to influence any voter to vote for or against any candidate or proposition being voted on in the election being held in that polling place.
- 11. The duly constituted law enforcement officers of the political subdivision in which any election is being held shall enforce these provisions when requested to by the commissioners. The commissioners at the polling places likewise shall enforce these provisions. Law enforcement officers and commissioners are authorized to seize, remove, and destroy any political cards, signs, pictures, or literature being used or displayed in violation of any of the provisions hereof.**

Penalty: A fine of up to \$500, up to six months imprisonment or both. On a second offense or subsequent offense, a fine of up to \$1000, up to one year imprisonment or both.

Election Offenses

No person shall knowingly, willfully, or intentionally:

1. Fail, refuse, or neglect to discharge any duty imposed upon him, either individually or in an official capacity, by any provision of the Election Code.
2. Being a commissioner, permit fraudulent votes to be cast, or knowingly count votes not entitled to be cast.
3. Have in his possession an official ballot in violation of any provision of the Election Code.
4. Offer, promise, solicit, or accept money or anything of present or future value to obtain or influence a vote or registration of a person.
5. Forge, alter, add to, deface, take, destroy, or remove from proper custodial care any book, card, record, election return, nomination papers, withdrawals of candidacy, election supplies, election paraphernalia, or any affidavit or other document required or provided for by the Election Code, unless required to be removed by a court of competent jurisdiction for inspection and copying for the court record.
6. Intimidate, directly or indirectly, any voter or prospective voter in matters concerning voting or non-voting or registration or non-registration.
7. Vote or attempt to vote more than once at an election.
8. Offer money or anything of present or future value or use, directly or indirectly, any form of intimidation to influence the action or encourage inaction of any public official with regard to the duties of his office or to influence a commissioner or watcher in his decision to serve or not to serve as such or in the performance of his duties on election day.
9. Disobey any lawful instruction of the commissioners or a law enforcement officer assisting at the polls, or without lawful authority obstruct, hinder, or delay any voter on his way to or while returning home from any polling place where an election is being held or on his way to or while returning home from a place where he can legally exercise a vote concerning candidate representation of his party.
10. Vote or attempt to vote, knowing that he is not qualified, or influence or attempt to influence another to vote, knowing such voter to be unqualified or the vote to be fraudulent.
11. Register, vote, or attempt to register or vote in the name of another or in an assumed or fictitious name, or in any manner other than as provided in the Election Code.
12. Have in his possession the registration certificate of another with intent to violate any provision of the Election Code.
13. Supply a false answer or statement to an election official or in any document required by the Election Code, or execute an affidavit knowing it to contain false or incorrect information.
14. Forge the name of another or use a fictitious name on an affidavit or document required by the Election Code.
15. Unlawfully, directly or indirectly, possess, tamper with, break, impair, impede, or otherwise interfere with the maintenance, adjustment, delivery, use or operation of any voting machine or part thereof or with any of the paraphernalia connected with a voting machine.

16. As a voter, commissioner, watcher, or person assisting a voter, allow a ballot to be seen, except as provided by law; announce the manner in which a person has cast his vote; place a distinguishing mark on a ballot with intent to make the ballot identifiable; or make a false statement concerning ability to mark a ballot without assistance.
17. Give or offer to give, directly or indirectly, any money or thing of present or prospective value to any person who has withdrawn or who was eliminated prior or subsequent to the primary election as a candidate for public office, for the purpose of securing or giving his political support to any remaining candidates or to candidates for public office in the primary or general election.
18. Being a physician, certify to the disability of a voter under R.S. 18:1304, or certify that a person will be hospitalized on election day, knowing such information to be false.
19. Breach any mandatory provision of the Election Code.
20. Procure or submit voter registration applications that are known by the person to be materially false, fictitious, or fraudulent.
21. While in the voting booth assisting another person in voting, coerce, compel, or otherwise influence the assisted voter to cast his vote in a certain way.
22. Being a commissioner, fail to identify an applicant to vote as required by the Election Code.

Penalty: A fine of up to \$1,000, up to one year imprisonment or both. On a second offense, or subsequent offense, a fine of up to \$2,500 or five years imprisonment or both.

Report any election offenses to your local law enforcement office.

Transportation of Voters (R.S. 18:1531)

1. No person or political committee shall accept, either directly or indirectly, anything of economic value, including reimbursement of costs, for the purpose of conveying an elector to a polling place for the purpose of voting in an election, or to where early voting is being conducted for the purpose of early voting, or for driving or being in charge of any motor vehicle being used for such purpose.
2. No candidate, political committee, or person required to file reports pursuant to R.S. 18:1501.1, shall pay, or agree or offer to pay, anything of economic value, including any reimbursement of costs to any person or political committee for the purpose of conveying an elector to a polling place for the purpose of voting in an election, or to where early voting is being conducted for the purpose of early voting, or for driving or being in charge of any motor vehicle being used for such purpose.
3. The provisions of this Section shall not apply to any person who freely transports voters to the polls on election day or who freely transports voters to vote during early voting.
4. The provisions of this Section shall not prohibit paying or offering or agreeing to pay any bona fide bus, taxi, or transportation service which holds a license or permit duly issued by the appropriate governmental entity and which regularly does business in the area, to convey an elector to vote or vote during early voting, nor shall this Section prohibit any such bus, taxi, or transportation service from accepting or agreeing to accept such a payment.

Penalty: A fine of up to \$2,500. On a second violation, or subsequent violation, a fine of up to \$5,000.

PART 7: EMERGENCY PROCEDURES

EMERGENCY PROCEDURES

- Any time an emergency of any type threatens the conduct of a scheduled election, the Secretary of State will contact local officials for information and suggestions concerning actions that are necessary.
- The Secretary of State will also consult with other agencies, such as the Office of Emergency Preparedness, the Governor's Office, the National Guard, and weather experts, if necessary.
- Local officials should always contact the Secretary of State's office prior to taking any type of action concerning an emergency that may affect an election, if time permits.

BEFORE THE ELECTION

- If there is an emergency (such as a hurricane) threatening to occur just before or on the day of a scheduled election, notification of any actions taken will be directed by the Secretary of State to the local Clerks of Court and Registrars of Voters.
- Precinct commissioners should contact the local Clerk of Court and Registrar of Voters for information.
- Final decisions concerning emergency actions are made by the Secretary of State, in conjunction with the Governor.

DURING THE ELECTION

- If there is an emergency on election day that requires any action on the part of the precinct commissioners, the Clerk of Court's office or the Voting Machine Warehouse Technicians will contact the precincts with instructions.
- If there is an emergency on election day and the polling place must be evacuated for any reason, it is **very important** that the large blue RESULTS CARTRIDGE containing the votes on the machines be removed and delivered to the Clerk of Court or Voting Machine Warehouse, if time permits.
- **Do not** leave voting machines in a polling place with votes still recorded on them, if possible.

AFTER THE ELECTION

- If there is an emergency (such as a hurricane) that affects the day and time that the voting machines are picked up and returned to the warehouse, the clerk of court's office will be notified.

PART 8: TELEPHONE NUMBERS

Secretary of State Elections Division:

1-800-883-2805 or 225-922-0900

CLERKS OF COURT

Acadia	337-788-8881	Madison	318-574-0655
Allen	337-639-4351	Morehouse	318-281-3343
Ascension	225-621-8400	Natchitoches	318-352-8152
Assumption	985-369-6653	Orleans	504-658-9000
Avoyelles	318-253-7523	Ouachita	318-327-1444
Beauregard	337-463-8595	Plaquemines	504-297-5180
Bienville	318-263-2123	Pointe Coupee	225-638-9596
Bossier	318-965-2336	Rapides	318-473-8153
Caddo	318-226-6788	Red River	318-932-6741
Calcasieu	337-437-3558	Richland	318-728-4171
Caldwell	318-649-2272	Sabine	318-256-6223
Cameron	337-775-5316	St. Bernard	504-271-3434
Catahoula	318-744-5497	St. Charles	985-783-6632
Claiborne	318-927-9601	St. Helena	225-222-4521
Concordia	318-336-4204	St. James	225-562-2270
DeSoto	318-872-3110	St. John	985-497-3331
E. Baton Rouge	225-295-4765	St. Landry	337-942-5606
E. Carroll	318-559-2399	St. Martin	337-394-2210
E. Feliciana	225-683-5145	St. Mary	337-828-4100
Evangeline	337-363-5671	St. Tammany	985-809-8723
Franklin	318-435-5133	Tangipahoa	985-748-4146
Grant	318-627-3246	Tensas	318-766-3921
Iberia	337-365-7282	Terrebonne	985-868-5660
Iberville	225-687-5160	Union	318-368-3055
Jackson	318-259-2424	Vermilion	337-898-1992
Jefferson	504-736-6394	Vernon	337-238-1384
Jefferson Davis	337-824-1160	Washington	985-839-4663
Lafayette	337-291-6368	Webster	318-371-0366
Lafourche	985-447-4841	W. Baton Rouge	225-383-0378
LaSalle	318-992-2158	W. Carroll	318-428-3281
Lincoln	318-251-5130	W. Feliciana	225-635-3794
Livingston	225-686-2216	Winn	318-628-3515

REGISTRARS OF VOTERS

Acadia	337-788-8841	Madison	318-574-2193
Allen	337-639-4966	Morehouse	318-281-1434
Ascension	225-621-5780	Natchitoches	318-357-2211
Assumption	985-369-7347	Orleans	504-658-8300
Avoyelles	318-253-7129	Ouachita	318-327-1436
Beauregard	337-463-7955	Plaquemines	985-564-6957
Bienville	318-263-7407	Pointe Coupee	225-638-5537
Bossier	318-965-2301	Rapides	318-473-6770
Caddo	318-226-6891	Red River	318-932-5027
Calcasieu	337-437-3572	Richland	318-728-3582
Caldwell	318-649-7364	Sabine	318-256-3697
Cameron	337-775-5493	St. Bernard	504-278-4231
Catahoula	318-744-5745	St. Charles	985-783-2731
Claiborne	318-927-3332	St. Helena	225-222-4440
Concordia	318-336-7770	St. James	225-562-2330
DeSoto	318-872-1149	St. John	985-652-9797
E. Baton Rouge	225-389-3940	St. Landry	337-948-0572
E. Carroll	318-559-2015	St. Martin	337-394-2204
E. Feliciana	225-683-3105	St. Mary	337-828-4100
Evangeline	337-363-5538	St. Tammany	985-809-5500
Franklin	318-435-4489	Tangipahoa	985-748-3215
Grant	318-627-9938	Tensas	318-766-3931
Iberia	337-369-4407	Terrebonne	985-873-6533
Iberville	225-687-5201	Union	318-368-8660
Jackson	318-259-2486	Vermilion	337-898-4324
Jefferson	504-736-6191	Vernon	337-239-3690
Jefferson Davis	337-824-0834	Washington	985-839-7850
Lafayette	337-291-7140	Webster	318-377-9272
Lafourche	985-447-3256	W. Baton Rouge	225-336-2421
LaSalle	318-992-2254	W. Carroll	318-428-2381
Lincoln	318-251-5110	W. Feliciana	225-635-6161
Livingston	225-686-3054	Winn	318-628-6133

VOTING MACHINE WAREHOUSES

Acadia	337-788-7527	Madison	318-574-2015
Allen	337-639-4347	Morehouse	318-283-0840
Ascension	225-622-3221	Natchitoches	318-357-3194
Assumption	985-369-7135	Orleans	504-942-8313 504-942-8314
Avoyelles	318-253-7979	Ouachita	318-362-3198
Beauregard	337-463-9749	Plaquemines	Call ROV
Bienville	318-263-2224	Pointe Coupee	225-638-7891
Bossier	318-741-2727	Rapides	318-487-5716
Caddo	318-865-8495	Red River	318-932-6915
Calcasieu	337-625-9516 337-882-1733	Richland	318-728-2134
Caldwell	318-649-2244	Sabine	318-256-4111
Cameron	Call Clerk	St. Bernard	Call Clerk
Catahoula	318-339-8461	St. Charles	985-783-1753
Claiborne	318-927-2584	St. Helena	225-222-6196
Concordia	318-757-4359	St. James	225-869-8422
DeSoto	318-872-3008	St. John	985-535-6576
E. Baton Rouge	225-925-6529 225-925-4117	St. Landry	337-948-0245
E. Carroll	318-559-3745	St. Martin	337-332-1203
E. Feliciana	225-683-5430	St. Mary	337-828-5928
Evangeline	337-363-4112	St. Tammany	985-893-6237
Franklin	318-435-2142	Tangipahoa	985-543-4147
Grant	318-627-5426	Tensas	318-766-3275
Iberia	337-373-0044	Terrebonne	985-857-3674
Iberville	225-687-4460	Union	318-368-8640
Jackson	318-259-7625	Vermilion	337-893-3520
Jefferson- East	504-465-3486 504-471-2731	Vernon	337-238-6402
Jefferson- West	504-349-8893 504-349-8895	Washington	985-839-3878
Jefferson Davis	337-824-1769	Webster	318-371-3041
Lafayette	337-262-5770	W. Baton Rouge	225-342-6040
Lafourche	985-447-0969	W. Carroll	318-428-4302
LaSalle	318-992-6946	W. Feliciana	225-635-6991
Lincoln	318-251-4154	Winn	318-628-3155
Livingston	225-686-7929		

PART 9: COMMISSIONERS

Qualifications, Powers & Duties

1. Qualifications for Commissioner-in-Charge

- Qualified voter, not entitled to assistance in voting;
- Not a candidate in the election or a child, child's spouse, brother, brother's spouse, sister, sister's spouse, parent, spouse, or parents of the spouse of candidate in precinct where serving;
- Not have been convicted of an election offense;
- Successfully completed training;
- Served as commissioner in at least 2 elections in last 4 years;
- Not a law enforcement officer.

2. Qualifications for Commissioner

- Qualified voter, not entitled to assistance in voting;
- Can be 17 years old in 12th grade;
- Not a candidate in the election or a child, child's spouse, brother, brother's spouse, sister, sister's spouse, parent, spouse, or parents of the spouse of candidate in precinct where serving;
- Registered to vote in ward serving unless replacements are necessary;
- Not have been convicted of an election offense;
- Successfully completed training;
- Not a law enforcement officer.

3. Qualifications for Alternate Commissioners

- Qualified voter, not entitled to assistance in voting;
- Can be 17 years old in the 12th grade;
- Not a candidate in the election or a child, child's spouse, brother, brother's spouse, sister, sister's spouse, parent, spouse, or parents of the spouse of candidate in precinct where serving;
- Registered to vote in ward serving unless replacements are necessary;
- Not have been convicted of an election offense;
- Successfully completed training;
- Not a law enforcement officer.

4. Qualifications for Absentee & Alternate Absentee Commissioners

- Registered voter in the parish where selected to serve;
- Qualified voter, not entitled to assistance in voting;
- Can be 17 years old in 12th grade;
- Not a candidate in the election or a child, child's spouse, brother, brother's spouse, sister, sister's spouse, parent, spouse, or parents of the spouse of candidate in precinct where serving;
- Not have been convicted of an election offense;
- Successfully completed training;
- Not a law enforcement officer.

Powers & Duties, in general

- ✓ Arrive at the polling place no later than 5:30 a.m.;
- ✓ Take the oath of office;
- ✓ Preside over the election and tabulation of results;
- ✓ Enforce the election laws; and
- ✓ Not electioneer, engage in political discussions, unnecessarily delay a voter or prepare a list of person voting at the polling place other than the official poll lists;

Powers & Duties, Commissioner-in-Charge

- ✓ Administer the oath of office to all commissioners;
- ✓ Receive the sealed key envelope from deputy custodian;
- ✓ Deliver keys, election results cartridges and all other paperwork to Clerk of Court after polls close;
- ✓ Maintain order at the polling place during the election and counting and tabulation of votes; and
- ✓ Enforce the laws governing elections at the polling place.

Payment

- On election night, the **Payroll Affidavit (LC-01)** must be completed and the original must be placed in the **Clear Plastic Zipper Bag** for delivery to the Clerk of Court.
 - If the Clerk of Court does not receive this form on election night, there will be a delay in payment to the commissioners who served in the precinct.
 - Make sure the information for each commissioner is legible and correct so that there will be no discrepancies that would cause a delay in payment.
 - Within seven (7) days, the Clerk of Court shall transmit the names, addresses, social security numbers, commissioner type and ward/precinct to the **Secretary of State**.
 - **Within thirty (30) days after receiving the commissioner payment information from the Clerk of Court**, the Secretary of State mails payment to commissioners.
 - Please allow an appropriate amount of time from the election date to receive your payment before contacting your Clerk of Court's Office for information.